

NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH



Công ty TNHH
Nhân Trí Việt

NTV

Chuyên ngữ phân chu giải Lê Huy Lâm

Kim Soyeong · Park Won

BIG STEP TOEIC 2

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Preface

Hầu như ai trong chúng ta cũng mong muốn đạt thành tích cao để giành được một vị trí làm việc tốt hơn. Trong thời đại ngày nay, điểm số TOEIC có thể là một minh chứng về thành tích như vậy, tuy nhiên thật không dễ nếu bạn đạt mục tiêu cao về điểm số nhưng có đủ thời gian và công sức để đầu tư tương xứng.

Trong các nhà sách và trên mạng Internet có rất nhiều tài liệu về TOEIC nên chắc hẳn bạn sẽ không gặp khó khăn nhiều trong việc tìm kiếm tài liệu học tập. Tuy nhiên, điều quan trọng là trong vô vàn tài liệu đó, bạn cần phải chọn ra giáo trình nào phù hợp với trình độ cũng như khả năng của bản thân để giúp cho việc học tập đạt được hiệu quả.

Tôi hiện dạy TOEIC tại một trung tâm luyện thi TOEIC có uy tín lớn đặt trụ sở ở Jong No (Seoul, Hàn Quốc). Trong quá trình giảng dạy, tôi nhận thấy học viên rất cần một giáo trình hay, dễ học, có phần luyện phù hợp, thích ứng với mục tiêu điểm số đề ra của mỗi người.

Giáo trình này được biên soạn nhằm giúp học viên nâng cao năng lực sử dụng ngôn ngữ và cải thiện điểm số TOEIC của họ trong thời gian ngắn nhất. Các đặc điểm của giáo trình bao gồm:

1. Giới thiệu các câu hỏi từ đề thi TOEIC thực tế được tổ chức hàng tháng.
2. Chỉ tập trung bày ra những nội dung trọng tâm gần với bài thi TOEIC để học viên có thể nắm vững trong thời gian ngắn.
3. Chọn phương pháp truyền đạt theo sơ đồ dễ vẽ và dùng vào học tập, không học

theo cách thuộc lòng.

Đối với các học viên mới bắt đầu thi việc có được một giáo trình phù hợp là rất quan trọng. Nếu bạn là người đã chán ngấy với những tài liệu quá khó so với khả năng của mình hay bạn là người mới làm quen với TOEIC, hãy vạch ra kế hoạch học tập với BIG STEP TOEIC cho riêng mình theo từng giai đoạn, bạn sẽ thấy được hiệu quả. Bạn cũng nên chú ý vào các trọng tâm của bài học mà chúng tôi đã trình bày, khi nắm được các trọng tâm này, chắc chắn bạn sẽ tự tin và sẽ đạt được điểm số cao hơn trong một thời gian ngắn.

Chúc bạn tiến bộ.

Kim Soyeong và Park Won
- Viện nghiên cứu trường Nak Seong

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Cấu tạo của bài LC (Nghe hiểu)

1 Bị quyết định điểm cao theo từng phần
Trước khi bắt đầu học từng phần, chúng ta hãy quan sát cách ra câu hỏi của ETS (Cơ quan Khảo thí Giáo dục) cho bài thi TOEIC.

2 Trong tâm bài học
Chọn ra các chủ đề và nội dung xuất hiện nhiều nhất trong câu hỏi của bài thi thực tế. Nhờ phần này, quá trình ôn thi của học viên sẽ có trọng tâm hơn, do đó học viên sẽ đạt kết quả nhanh hơn.

3 Nâng cao kỹ năng cơ bản

Bước 1: Tích lũy vốn từ cơ bản
Theo nguyên tắc, học viên sẽ luyện tập nghe từ vựng trước rồi mới nghe câu. Do đó, phần này trình bày các từ và cụm từ cốt lõi trong mỗi Unit để học viên nắm vững đầy đủ từ vựng trước khi trả lời câu hỏi.

Bước 2: Nghe từ rồi nghe câu

Trong bước này, học viên luyện tập nghe các câu thường gặp rồi viết lại.

Bước 3: Nghe câu và trả lời câu hỏi

Ở bước này, học viên phải nghe nhiều câu cùng lúc chứ không nghe từng câu như ở bước 2. Học viên cũng sẽ luyện tập phân đoạn câu trả lời nào đúng, câu trả lời nào sai.

4 Luyện tập kỹ năng paraphrasing (điền giải): Part 3 & 4

Học viên luyện tập kỹ năng điền giải cho từ và câu của từng Unit trong Part 3 & 4. Nhờ đó, họ sẽ nhận ra các cách diễn đạt khác nhau trong bài nghe.

5 Kết thúc bài học bằng câu hỏi mở phòng bài thi thực tế

Đây là phần nâng cao, giúp học viên trả lời những câu hỏi có cùng độ khó và có đặc điểm tương tự với các câu hỏi trong bài thi thật do ETS thiết kế.

6 Review Test từng phần

Cuối mỗi chủ đề đều có phần câu hỏi giống như câu hỏi trong bài thi thật. Nếu luyện tập tốt phần này, học viên sẽ trả lời câu hỏi trong bài thi thật tốt hơn.

7 Actual test

Câu hỏi trong phần này gần như hoàn toàn giống câu hỏi trong các kỳ thi TOEIC gần đây nhất. Thông qua phần này, học viên sẽ hiểu rõ điểm mạnh và điểm yếu của bản thân để từ đó có kế hoạch ôn tập và bổ sung kiến thức phù hợp.

R Cầu tạo của bài RC (Đọc hiểu)

1 Warming-up! TOEIC Grammar!
Trong tâm của phần này là câu trực câu trong tiếng Anh. Câu trực ngữ pháp được phân tích chi tiết và đầy đủ. Học viên không chỉ hiểu câu trực mà còn phải trả lời câu hỏi một cách nhanh chóng.

2 Năm vùng TOEIC Grammar cơ bản
Trong phần này, học viên sẽ ôn lại những điểm ngữ pháp đã học trong BIG STEP TOEIC 1 (với mục tiêu 500 điểm). Đây là cơ sở để học viên học tiếp các nội dung mới.

3 TOEIC Grammar nâng cao
Các điểm ngữ pháp nâng cao này giúp học viên vượt qua trình độ sơ cấp, đạt mục tiêu 700 điểm.

4 Bài tập kiểm tra mô phỏng thực tế
Sau khi đã nắm vững các điểm ngữ pháp trong tâm, học viên bắt đầu chuyên sâu trả lời các câu hỏi có dạng thức giống như thi thật. Nếu đã nắm vững ngữ pháp nhưng vẫn trả lời sai những câu hỏi này thì chưa đảm bảo kết quả tốt nếu dự thi.

5 Grammar/Vocabulary Review Test
Trong từng Unit, kiến thức được sắp xếp theo từng chủ đề nhằm giúp học viên tiếp thu dễ hơn. Tuy nhiên, bài thi thật sẽ không theo từng chủ đề như vậy. Bài Review Test cũng sẽ giống như bài thi thật, trong đó câu hỏi được đưa ra một cách tổng hợp, chứ không theo từng chủ đề riêng lẻ.
(Vocabulary Review Test được trình bày theo từng unit)

6 Actual Test
Thông qua phần này, học viên sẽ dự đoán được kết quả học tập của mình. Với các câu hỏi tương tự như câu hỏi trong bài thi thật, học viên sẽ hiểu được điểm mạnh và điểm yếu của bản thân sau khi làm xong bài test này.

Các đặc điểm chính của sách

"BIG STEP TOEIC 2" có các mục tiêu chính như sau:

- (1) Giúp học viên trả lời đúng các dạng câu hỏi cơ bản ở giai đoạn sơ cấp
- (2) Giúp học viên tăng cường vốn từ và kỹ năng đọc hiểu, nhằm đạt đến mức điểm từ 630 đến 700 ở cấp độ trung cấp
- (3) Loại hình câu hỏi đa dạng giúp học viên thích ứng với câu hỏi trong kỳ thi TOEIC thật

Luyện tập đa dạng để đạt điểm cao và học tập theo từng giai đoạn một cách hệ thống

- **LC :** Sau khi trải qua các giai đoạn cơ bản như "Luyện từ", "Luyện câu", "Luyện kỹ năng trả lời câu hỏi", học viên bắt đầu học tất cả các nội dung trong tâm của TOEIC trong thời gian ngắn nhất. Câu hỏi được trình bày theo từng Unit, tương tự như các câu hỏi trong bài thi thật (trong các phần như Part Review Test 1, 2, 3, 4).

- **RC :** Các bài luyện tập luôn tập trung vào các nội dung trong tâm của kỳ thi, nhằm hướng học viên đến mức điểm 630-700. Các bài tập được sắp xếp từ dễ đến khó. Mỗi Unit kết thúc bằng các câu hỏi trong tâm trong Part 5 & 6.

Khi đã có "BIG STEP TOEIC 2" trong tay, việc đạt điểm số cao chỉ còn là vấn đề thời gian.

Phân tích chi tiết bài thi thật

Phân tích các câu hỏi hiện có của ETS xuất hiện trong các kỳ thi TOEIC mỗi tháng.

TOEIC là gì?

● Khái niệm TOEIC

TOEIC là từ viết tắt của Test of English for International Communication, là kỳ thi quốc tế đánh giá năng lực sử dụng tiếng Anh thực dụng trong môi trường công việc do ETS (Educational Testing Service) tổ chức và quản lý. Đây là kỳ thi nhằm đánh giá "khả năng dùng tiếng Anh để giao tiếp" của những người không sử dụng tiếng Anh như tiếng mẹ đẻ, và trọng tâm là tiếng Anh thực dụng dùng trong làm phương tiện giao tiếp trong môi trường công việc.

● Cấu trúc của TOEIC

Câu trực	Part	Hình thức câu hỏi	Số câu hỏi	Thời gian	Điểm
Listening Comprehension	1	Mô tả hình ảnh	10	45 phút	495 điểm
	2	Trả lời câu hỏi	30		
	3	Đối thoại ngắn	30		
	4	Bài nói	30		
	5	Điền vào chỗ trống trong câu	40		
Reading Comprehension	6	Điền vào chỗ trống trong bài đọc	12	75 phút	495 điểm
	7	Đọc hiểu bài đọc đơn	28		
		Đọc hiểu bài đọc ghép	20		
Total	7 parts			200	120 phút 990 điểm

New TOEIC có gì khác?

1 Phát âm và giọng điệu đa dạng hơn.

Các bài nghe được dựa trên nội dung phù hợp với tình huống thực tế, có độ dài dài hơn phiên bản cũ và được phát âm theo nhiều giọng khác nhau như: Mỹ, Anh, Canada, Úc, New Zealand...

2 Câu hỏi được đọc qua băng.

Trong LC, câu hỏi không chỉ được in trên đề thi mà bạn còn được nghe chúng qua băng.

3 Câu hỏi RC đa dạng hơn.

Thứ nhất, phần phát hiện lỗi sai trong câu đã được bỏ đi; thứ hai, các đoạn văn trong phần đọc hiểu dài hơn và không chỉ có các câu hỏi về bài đọc đơn mà còn có cả câu hỏi cho bài đọc ghép. Ngoài ra, trong New TOEIC, để đánh giá khả năng đọc hiểu mạch văn, một nửa số câu hỏi được xây dựng dựa trên các đoạn văn.

LC

Giới thiệu chung về các phần trong LC TOEIC

10 | 11 BIG STEP TOEIC 2

Part 1 (10 câu hỏi)

Mỗi hình có 4 đáp án cho sẵn, sau khi nghe 4 đáp án cho sẵn đó, bạn phải chọn ra đáp án miêu tả bức hình chính xác nhất. Vì đây là part dễ nhất trong môn nghe nên sau khi học xong sách này bạn nên cố gắng làm đúng ít nhất 6 câu trong tổng số 10 câu hỏi.



- (A) The man is fishing from the boat.
- (B) The man is putting on a hat.
- (C) The man is standing at the waterfront.
- (D) The man is sitting on a chair.

Part 2 (30 câu hỏi)

Mỗi câu hỏi có 3 đáp án cho sẵn. Câu hỏi thường được bắt đầu bằng những từ nghi vấn như: What, Where, When, Why, How. Tuy nhiên, những câu hỏi bắt đầu bằng Do, Have, Be và câu hỏi phủ định, câu hỏi đuôi cũng quan trọng không kém.

Q : Why don't you join us for a cup of coffee after work?

- (A) I go to work by bus.
- (B) That sounds good.
- (C) I prefer black coffee.

Q : Who is speaking?
 (A) A fireman
 (B) A passenger
 (C) The train's conductor
 (D) A bus driver

Attention, passengers. Can I have your attention, please? This G train is going out of service at the next stop, Grand Avenue. All passengers must get off the train at Grand Avenue. Due to a fire on the tracks between Baltic Street and Mulberry Avenue, the G local will not be running past Grand Avenue. To continue to all stops on the way to Center Station, take the H train at Grand Avenue. The H train will not, I repeat, will not be running express. The H train will be making all local stops between Grand Avenue and Center Station. No passengers are to remain on the train once we stop at Grand Avenue. Thank you, and we regret any inconvenience that this causes you.

Part 4 (30 câu hỏi)
 Các bài nghe có dạng: hướng dẫn, đưa tin, thông báo nơi công cộng... Mỗi bài nghe có 3 câu hỏi, và bạn phải chọn đáp án chính xác nhất trong số 4 đáp án cho sẵn dưới mỗi câu hỏi. Vì đây là loại câu hỏi xuất hiện thường xuyên và hình thức của bài nghe hầu như có định nên bạn cần phải học thật nhiều từ vựng và cách diễn đạt của mỗi chủ đề tương ứng với các bài nghe được cho.

Q : Who does the vice president want to meet on Friday?
 (A) Managers
 (B) New employees
 (C) Retiring employees
 (D) Mark's family

M1: Mark, the vice president has asked that all new employees be in the cafeteria lounge on Friday at 6 P.M. for a meeting.
 M2: A meeting? What for?
 M1: I think he wants to take everybody out for dinner. I'm not sure. I'm just instructed to tell everyone about the meeting.
 M2: Well, I had plans to take my family to an amusement park for the weekend and we were to leave right after work on Friday. I guess I'll have to reschedule.

Part 3 (30 câu hỏi)
 Bạn nghe một đoạn đối thoại ngắn rồi trả lời câu hỏi. Vì đây là part khó nên những người mới bắt đầu học hãy tập đọc đoạn đối thoại trước khi bắt đầu nghe nó. Bạn cần phải làm quen với "các cách diễn đạt tình huống thường gặp" cũng như những từ vựng thường được dùng để đặt câu hỏi.

Bước 1: Tích lũy vốn từ vựng cơ bản 009.mp3

- copier (n) máy photocopy
- unoccupied desk (n) bàn trống
- do the paperwork làm công việc văn phòng
- file cabinet (n) tủ hồ sơ
- drawing table (n) bàn có ngăn kéo
- hand the paper trao giấy tờ
- view some documents xem tài liệu
- read through pages đọc qua các trang giấy
- address (v) diễn thuyết, nói với (ai)
- face the screen directly đối diện màn hình
- reach into the cabinet với tay vào tủ hồ sơ
- check information kiểm tra thông tin
- turn the newspaper trao tờ báo
- type on the keyboard đánh máy (trên bàn phím)
- conduct a conversation nói chuyện
- fix the fax machine sửa máy fax
- share the office space làm việc cùng văn phòng
- organize the paper sắp xếp giấy tờ
- make a phone call gọi điện thoại
- workstation (n) bàn để máy vi tính
- distribute the papers phân phát báo
- enter the office vào văn phòng
- hang up the phone để điện thoại xuống
- phone someone gọi điện thoại cho ai
- look into the drawer nhìn vào ngăn kéo
- read from the screen đọc từ màn hình vi tính
- office supplies (n) văn phòng phẩm
- talk in a discussion phát biểu trong một cuộc thảo luận
- attend the conference tham dự hội nghị
- deliver the speech đọc diễn văn
- fix the fax machine sửa máy fax
- share the office space làm việc cùng văn phòng
- organize the paper sắp xếp giấy tờ

1. She is _____ on the monitor.
2. He is _____.
3. The speaker is _____ the audience.
4. The man is _____.
5. She is _____ directly.
6. The woman is _____ to the man.
7. She is _____ on the stage.
8. He is _____ at the desk.
9. The desk is _____.
10. The woman is _____.

Bước 2: Nghe từ vựng, sau đó nghe câu 010.mp3

* Nghe đọc tất cả các câu mô tả bức ảnh, đánh dấu tick (✓) vào các câu mô tả đúng, sau đó viết hoàn chỉnh các câu bạn đã nghe.

Bước 3: Nghe câu và chọn đáp án đúng (011.mp3)



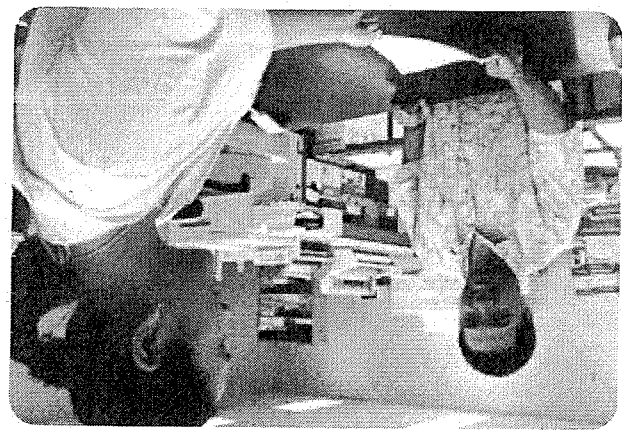
Check it!

1.



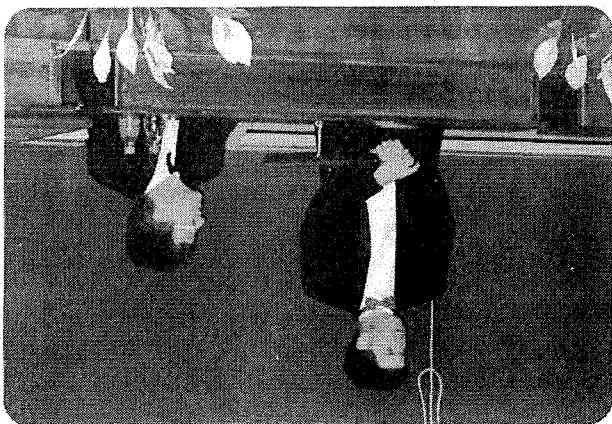
- A. ☐ People are _____.
- B. ☐ Some people are _____.
- C. ☐ People are _____.
- D. ☐ People are _____.
- E. ☐ People are _____.

2.



- A. ☐ There is _____ on the table.
- B. ☐ Both people are _____.
- C. ☐ She is _____ the paper.
- D. ☐ People are standing _____.
- E. ☐ The man is _____.

Check it!



3.

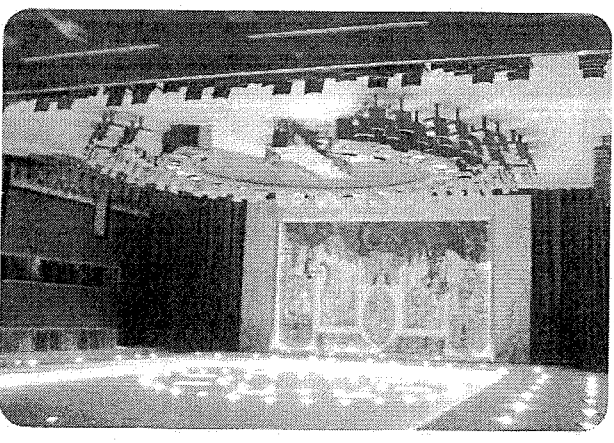
- A. ☐ There are some flowers _____.
- B. ☐ The men are _____.
- C. ☐ _____ are standing behind the podium.
- D. ☐ The men are _____.
- E. ☐ One of the men is _____.



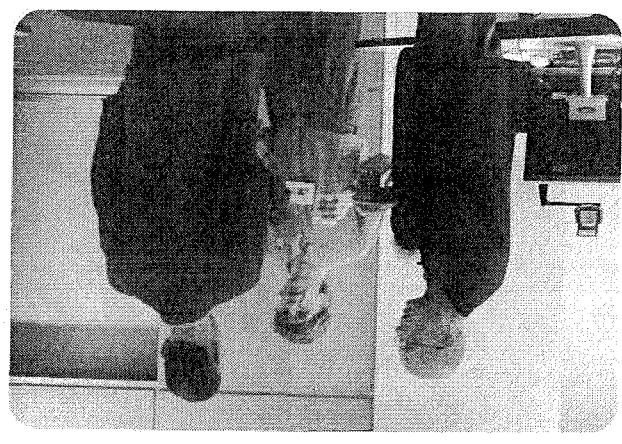
4.

- A. ☐ The man _____.
- B. ☐ The man is _____ his sunglasses.
- C. ☐ The bag has been placed _____.
- D. ☐ He is _____ at the beach.
- E. ☐ There is _____.

Check it!



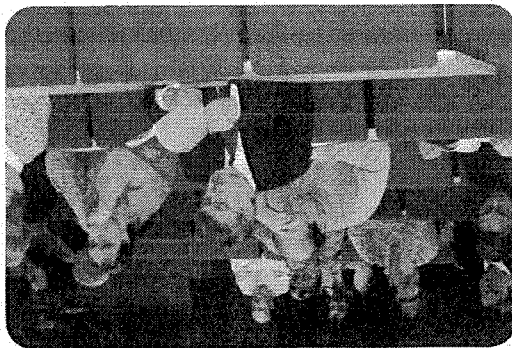
- 5.
- A. ☐ _____ at the moment.
 - B. ☐ The lights are _____.
 - C. ☐ The chairs are _____.
 - D. ☐ Some seats are set _____.
 - E. ☐ Attendees are _____.



- 6.
- A. ☐ All the men are _____.
 - B. ☐ They are _____.
 - C. ☐ They've just _____.
 - D. ☐ They are _____.
 - E. ☐ They are _____.

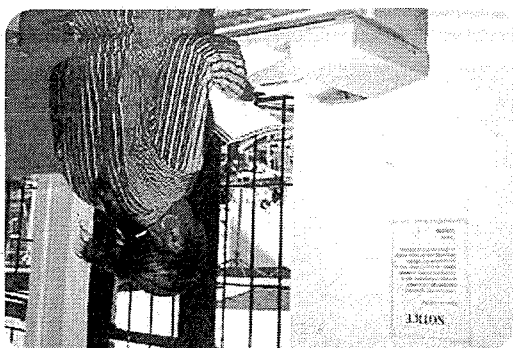
※ Nghe và chọn câu mô tả đúng nhất những bức hình dưới đây.

1.



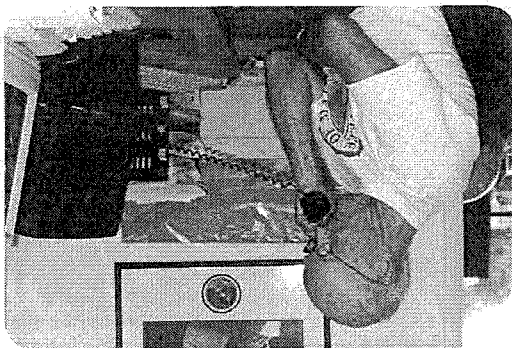
(A) ☐ (B) ☐ (C) ☐ (D) ☐

2.



(A) ☐ (B) ☐ (C) ☐ (D) ☐

3.

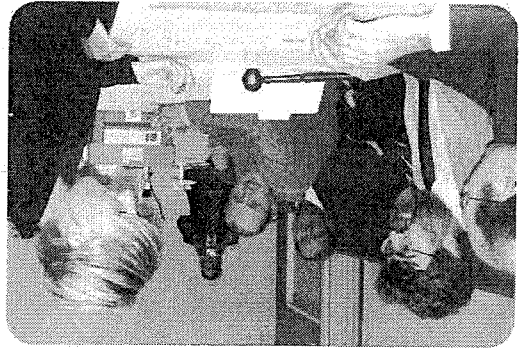


(A) ☐ (B) ☐ (C) ☐ (D) ☐

4.

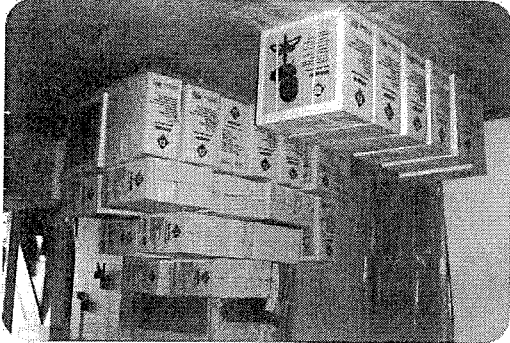


(A) ☐ (B) ☐ (C) ☐ (D) ☐



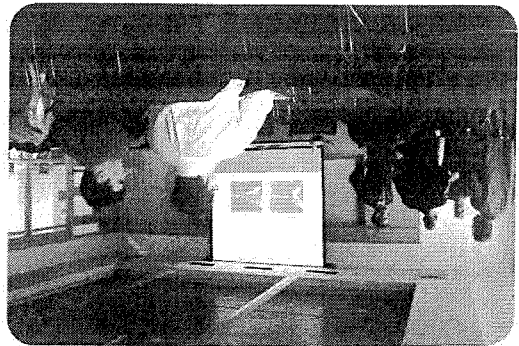
- (A) ☐ (B) ☐ (C) ☐ (D) ☐

7.



- (A) ☐ (B) ☐ (C) ☐ (D) ☐

8.



- (A) ☐ (B) ☐ (C) ☐ (D) ☐

5.



- (A) ☐ (B) ☐ (C) ☐ (D) ☐

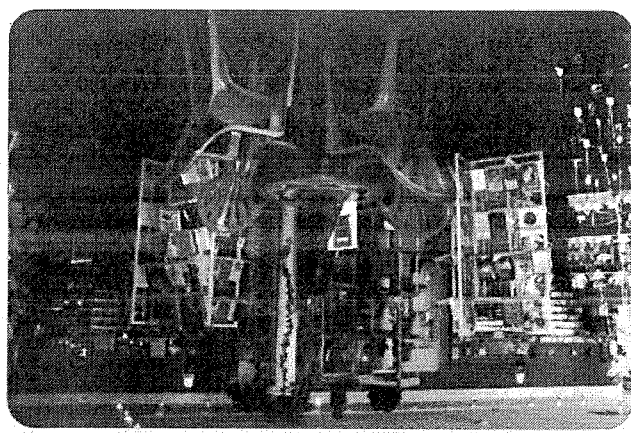
6.

Unit 2. Hình ảnh liên quan đến ngày cuối tuần

Khi học trong tâm

Quan sát các bức hình về ngày nghỉ cuối tuần như cảnh mua sắm, nhà hàng, cao ốc, phòng khách, bờ sông, bờ hồ, v.v.

1. Mua sắm



• Tìm hiểu trọng tâm của bức hình:

Bức hình mô tả cảnh hàng hóa được trưng bày rất đa dạng.



Học thuộc các cụm từ thường gặp

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

be on display
be placed on the shelves
browsing in the store
examining some goods
purchasing the goods
be stacked on the floor
be displayed

- The items are on display.
- None of the chairs are occupied.
- The shelves have been stocked with items.
- The products are displayed for sale.

Possible answers 013.mp3

Tìm đáp án sai

The woman is purchasing the items.
purchase nghĩa là mua hàng, nhưng bức ảnh này không có cảnh khách đang mua hàng, chỉ có hàng hóa được trưng bày.

The bags are being placed on the shelf.
Trong bức ảnh, các túi xách đã nằm sẵn trên kệ, chủ không phải đang được sắp xếp lên kệ như cụm từ being placed mô tả.


Item (n) vật, món (hàng) on display đang trưng bày shelf (n) kệ occupy (v) chiếm (không trống)
stock (v) chất (hàng) browse (v) xem qua examine (v) xem xét purchase (v) mua be stacked (hàng hóa) được chất

2. Không gian trong phòng



○ **Tim** hiện trong tâm của bức hình:

Đây là bức hình mô tả phòng khách, chỉ có một số vật dụng nhưng không có người.

 Học thuộc các cụm từ thường gặp 016.mp3

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

The bed has been made.

be covered with tiles

be hung above the couch

be made of bricks

The food is cooking on the stove.

There are plants in front of the windows.

There is a balcony at each window.

Possible answers 015.mp3

- There are lamps on both ends of the sofa.
- The painting is hanging on the wall.
- Cushions have been placed on the sofa.
- The couch has been placed along the wall.

Tim đáp án sai

The floor is being carpeted.

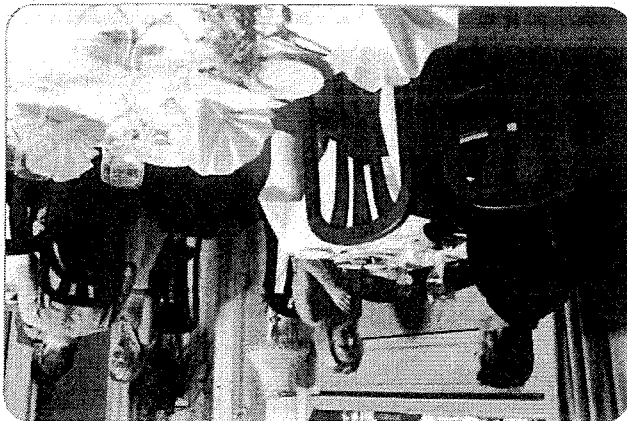
Phòng khách này đã được lát thảm sẵn, chỉ không phải có ai đó đang làm động tác lát thảm như cụm be being carpeted mô tả.

The woman is hanging a picture on the wall.

Cũng không có người đang treo bức ảnh lên tường. Bức ảnh đã được treo sẵn rồi.

end (n) đầu (mũi) painting (n) bức tranh make the bed dọn giường be covered with được phủ/lót/ trải bằng ~ tile (n) gạch lát, ngồi couch (n) ghế dài, nướng by brick (n) gạch stove (n) bếp lò balcony (n) ban công carpet (v) trải thảm

3. Nhà hàng



• Tìm hiểu trung tâm của bức hình:

Động tác của nhân viên trong nhà hàng hoặc của thực khách thường được đặt làm đáp án. Trong bức hình này, khách đang dùng bữa trong nhà hàng.

• Học thuộc các cụm từ thường gặp [018.mp3]

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

- taking a food order
- studying the menu
- be served to the table
- pouring water into the cup
- having their meals
- be busy with customers
- be set for a meal

- Customers are having their meals.
- There is a table cloth on each table.
- Some of the chairs are not in use.
- One of the men is wearing a long-sleeved shirt.

Possible answers [017.mp3]

Tìm đáp án sai

The silverware is being polished.

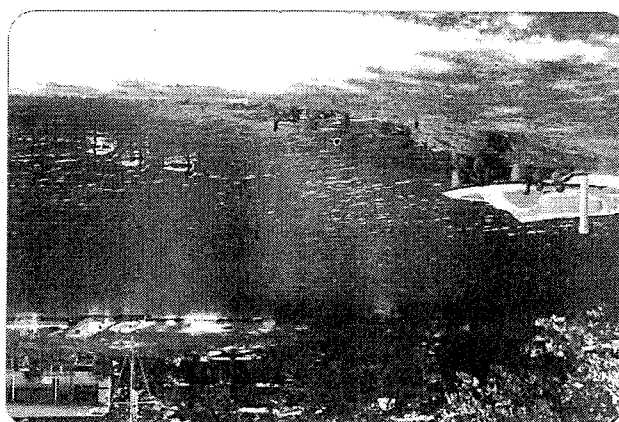
Trong hình không thấy bộ đồ ăn đang được lau. Bộ đồ ăn đã có sẵn trên bàn.

People are finishing their meals.

Thực khách đang ăn, không phải đã ăn xong rồi.

customer (n) khách hàng meal (n) bữa ăn in use đang được sử dụng wear (v) mặc long-sleeved (a) (áo) tay dài take an order ghi món ăn khách gọi study (v) xem (thức đơn) pour (v) rót be set được sắp sẵn silverware (n) bộ đồ ăn polish (v) lau (chùi)

4. Bờ hồ



Tim hiểu trong tâm của bức hình:

Tren mặt hồ là vài chiếc thuyền và vài con vịt, mặt hồ đang yên tĩnh. Chú ý các từ dễ nhầm lẫn như duck, dock, deck khi nghe đáp án.

Học thuộc các cụm từ thường gặp (020.mp3)

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

floating in the water
standing on the deck of the boat
rowing a boat / canoe
be docked at the harbor
strolling along the beach
overlooking the water

- The boats are docked at the lake.
- Some ducks are swimming in the water.
- The water is very calm.
- The ground is partially shaded by the trees.

Possible answers 019.mp3

Tim đáp án sai

The water is very rough
Theo bức hình thì mặt hồ đang yên tĩnh chứ không xao động, nên lựa chọn The water is very rough là không đúng.

The boat is being taken out of the water.
Chiếc thuyền đang nằm trên mặt hồ, không phải đang bị kéo lên khỏi mặt nước như động từ being taken mô tả.

be docked dock, cập bến swim (v) bơi partially (adv) một phần shade (v) che mát, (n) bóng mát float (v) nổi harbor (n) cảng row (v) chèo stroll (v) đi dạo along (prep) dọc theo overlook (v) nhìn ra rough (a) (mặt hồ) động

Bước 1: Tích lũy vốn từ vựng cơ bản

021.mp3

- pull out of the water kéo ra khỏi nước
 porch (n) mui vòm
 be placed được đặt
 take a food order ghi tên các món ăn
 khách gọi
 be loaded with cargo chất đầy hàng
 near gần
 kitchen utensils vật dụng nhà bếp
 decide what to eat quyết định ăn cái gì
 try on a pair of shoes thử một đôi giày
 pay for the products trả tiền (cho món hàng)
 lead up to dẫn lên tới
 headboard miềng tựa đầu (trên giường hoặc trên ghế)
 centerpiece vật trang trí ở giữa bàn ăn
 browse the shelves nhìn lướt qua các kệ hàng
 be laid out được bày ra
 be piled up được chất đống
 doorway ngưỡng cửa
 be on display on the rack được trưng bày
 trên giá
 serve food phục vụ thức ăn
 in front of phía trước
 wallpaper (n) giấy dán tường
 look into the store nhìn vào cửa hàng
 an outdoor shop cửa hàng ngoài trời
 tie up a boat cột chiếc thuyền
 on both sides ở cả hai phía
 be stocked with items được chất đầy hàng hóa
 be sorted into boxes được phân vào từng hộp
 be displayed for sale được bày ra để bán
 do grocery shopping mua sắm đồ tạp hóa
 chop vegetables cắt rau củ

Bước 2: Nghe từ vựng, sau đó nghe câu

022.mp3

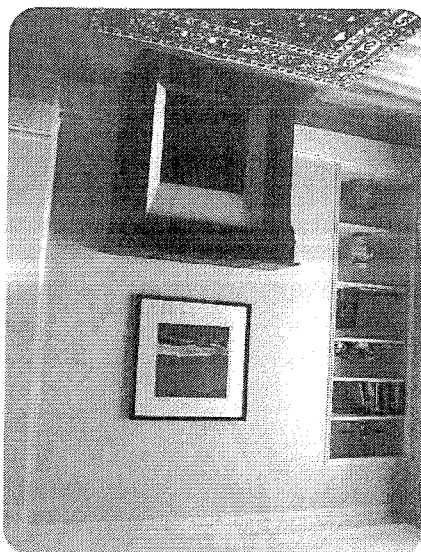
1. The sandals _____ on the ground.
 2. The hats _____
 3. A woman is _____
 4. The boat has been _____
 5. The boat is _____
 6. The table _____ for a party of five.
 7. They stop _____
 8. A man is _____ at the dock.
 9. There are lamps _____ of the bed.
 10. There are _____ the front door.

* Nghe đọc tất cả các câu mô tả bức ảnh, đánh dấu tick (✓) vào các câu mô tả đúng, sau đó viết hoàn chỉnh các câu bạn đã nghe.

Bước 3: Nghe câu và chọn đáp án đúng (023.mp3)



Check it!



1.

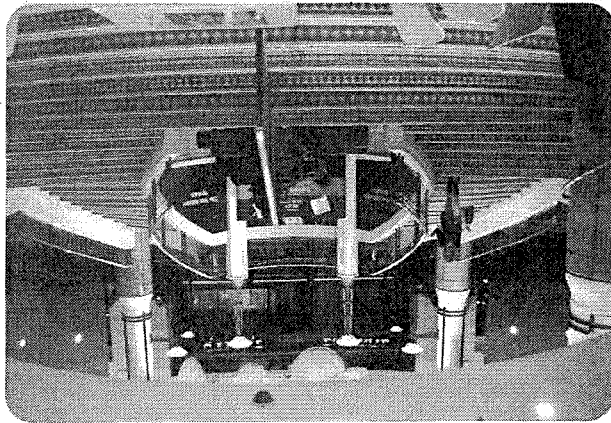
- A. ☐ The picture is _____.
- B. ☐ There is some _____.
- C. ☐ The painting has been hung _____.
- D. ☐ There is _____.
- E. ☐ The shelves are _____.



2.

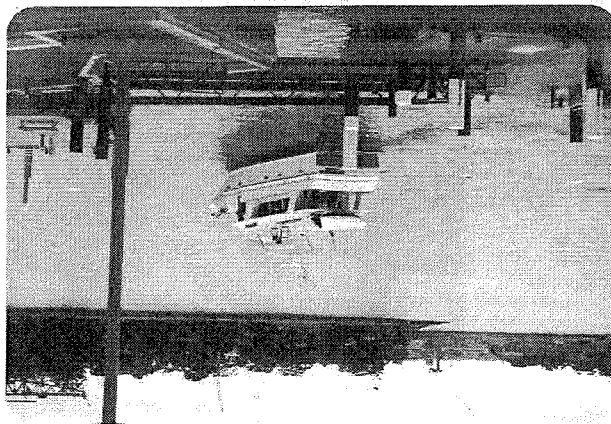
- A. ☐ The shelves _____.
- B. ☐ The items _____.
- C. ☐ The clerk is _____ with products.
- D. ☐ There _____ in the store.
- E. ☐ All the bottles _____.

- A. ☐ People are _____ the stairs.
- B. ☐ The woman is _____.
- C. ☐ The woman is _____.
- D. ☐ The woman is _____.
- E. ☐ The staircase is _____ the next level.



4.

- A. ☐ The boat is _____.
- B. ☐ The boat is _____.
- C. ☐ The waves are _____.
- D. ☐ _____ in the lake.
- E. ☐ The boat is _____.



3.

Check it!

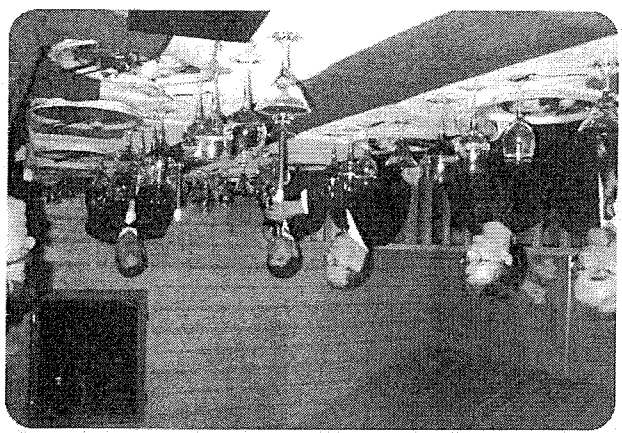
Check it!

5.



- A. ☐ The man is _____.
- B. ☐ The man is _____.
- C. ☐ The man is _____.
- D. ☐ Vegetables are _____.
- E. ☐ The man is _____.

6.



- A. ☐ Water is _____.
- B. ☐ People are _____.
- C. ☐ People are _____.
- D. ☐ People are _____.
- E. ☐ People are _____.

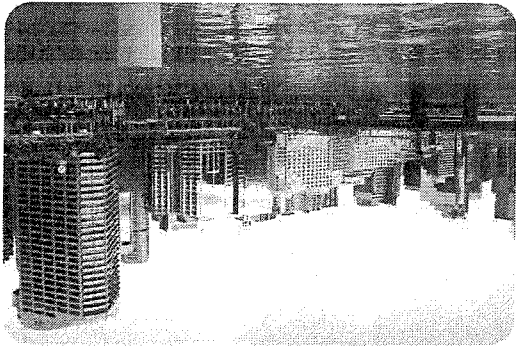
※ Nghe và chọn câu mô tả đúng nhất những bức hình dưới đây.

1.



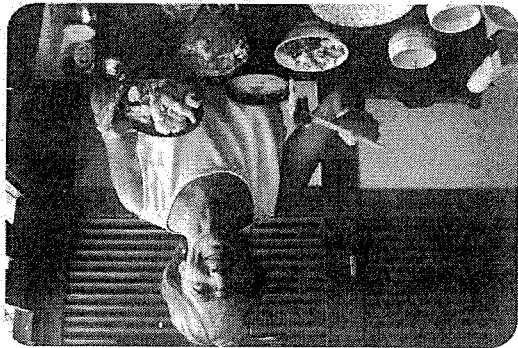
(A) ☐ (B) ☐ (C) ☐ (D) ☐

2.



(A) ☐ (B) ☐ (C) ☐ (D) ☐

3.



(A) ☐ (B) ☐ (C) ☐ (D) ☐

4.



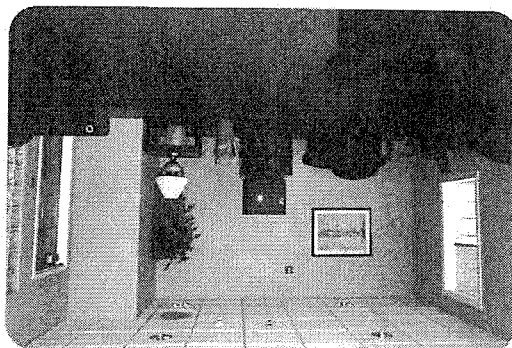
(A) ☐ (B) ☐ (C) ☐ (D) ☐

☐ (A) ☐ (B) ☐ (C) ☐ (D)



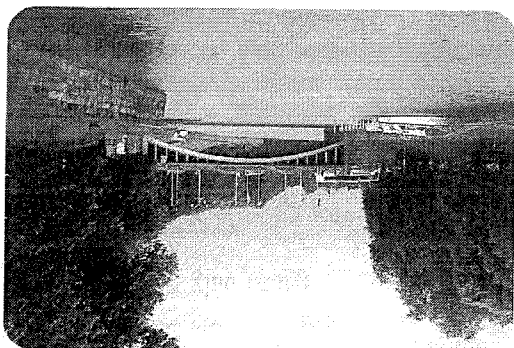
8.

☐ (A) ☐ (B) ☐ (C) ☐ (D)



7.

☐ (A) ☐ (B) ☐ (C) ☐ (D)



6.

☐ (A) ☐ (B) ☐ (C) ☐ (D)



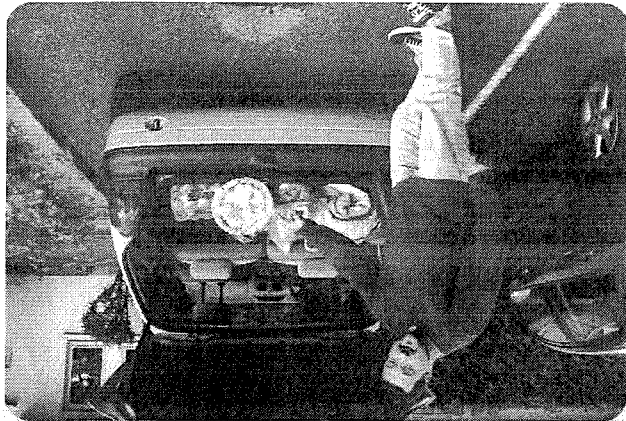
5.

Unit 3. Hình ảnh liên quan đến đường phố

Bài học trong tam

Quan sát các bức hình về đường phố như cảnh lao động sản xuất, công trường, người và xe cộ đi lại trên phố. Những bức hình này có thể có hình ảnh một người hoặc nhiều người.

1. Phương tiện giao thông



Tim hiểu trong tâm của bức hình:

Có 2 chiếc xe hơi trong ảnh, một chiếc đang mở cốp sau, có một người đang đứng bên cạnh.



Học thuộc các cụm từ thường gặp 026.mp3

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

parking the car

backing up the car

pulling into the station

loading onto the truck

be parked in opposite direction

be landed on the ground

The train has just arrived.
Bức hình không thể hiện bất kỳ chi tiết nào về xe lửa.
The car is being lifted to be re-paired.
Chiếc xe này đang đậu trên phố, không phải đang được nâng lên để sửa chữa.

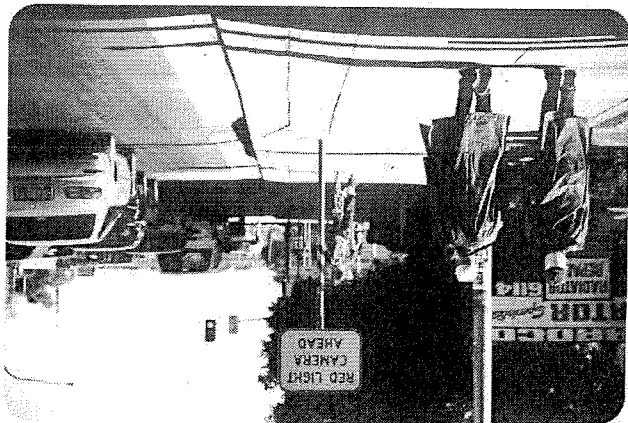
Tim đáp án sai

- The rear door of the car is open.
- The man is pointing at something.
- The cars are parked in front of the building.
- The man is standing behind the car.

Possible answers 025.mp3

point (v) chỉ park (v) đậu, đỗ (xe) in front of phía trước pull (v) kéo vào, ghé vào load (v) chất hàng opposite (adj) đối diện land (v) hạ xuống ground (v) mặt đất platform (v) sân ga lift (v) đẩy lên, nhấc lên repair (v) sửa chữa

2. Con đường



Tim hiểu trong làm của bức hình:

Bức hình này mô tả cảnh ô tô đang chạy trên đường, bên vệ đường có vài người đang đi bộ, cây cối, bảng hiệu giao thông, áp phích quảng cáo.

Học thuộc các cụm từ thường gặp

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

walking along the street
crossing the road
waiting for the traffic light
resting around the fountain
sitting on the curb
looking into the store window
The trees are along the street.

pedestrian (n) khách bộ hành walk along đi dọc theo cross (v) đi qua (đường) traffic light (n) đèn giao thông sign (n) bảng hiệu, biển báo sidewalk (n) vỉa hè pave (v) lát (đường) rest (n) người/ô tô con lại fountain (n) vòi nước curb (n) lề đường

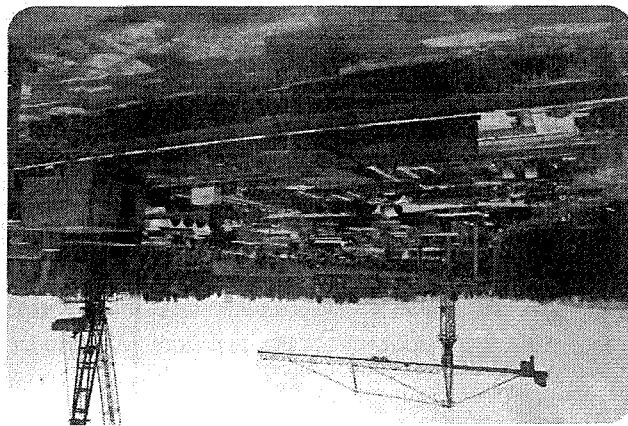
Tim đáp an sai

Children are drinking from the water fountain.
Trong ảnh không có hình vòi phun nước (water fountain).
The woman is walking faster than the rest of the people.
Trong hình có nhiều người đang đi bộ, nhưng vì hình ở trạng thái tĩnh nên ta không thể biết được ai đang đi nhanh hơn.

- Pedestrians are walking along the street.
- There are some signs around the street.
- Some people are walking on the sidewalk.
- The road has been paved.

Possible answers 027.mp3

3. Công trường xây dựng



○ Tìm hiểu trung tâm của bức hình:

Trong hình có nguyên vật liệu xây dựng, xe thi công và tấm hình cho thấy tiến độ của công trình (mức độ hoàn thành công trình).



Học thuộc các cụm từ thường gặp

030.mp3

Ngày 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

be under construction

have finished the construction

moving a heavy object

digging the earth

The crane towers are against the sky.

The walls are being built.

- The area is under construction.
- A number of construction materials are piled at the site.
- The crane is in operation.
- There are trees around the construction site.

Possible answers 029.mp3

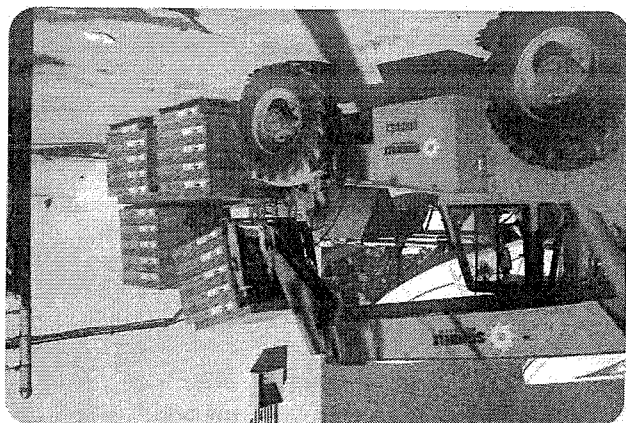
Tìm đáp án sai

The man is replacing the window.
Trong ảnh không có hình người đàn ông đang thay cửa sổ.

The worker is putting on a protective helmet.
Putting on a protective helmet nghĩa là đang đội mũ bảo hộ. Trong bức hình không có cảnh này.

material (n) vật liệu be piled được chất đống site (n) công trường be in operation đang hoạt động
tower (n) tháp move (v) di chuyển object (n) vật dig (v) đào earth (n) đất replace (v) thay
protective (a) bảo hộ

4. Lao động



◉ Tìm hiểu trong tâm của bức hình:

Với chủ đề này, hoạt động cụ thể của người lao động cũng như nơi lao động thường được dùng làm trọng tâm cho câu hỏi. Trong hình này có xe cầu đang nâng một số kiện hàng.

◉ Học thuộc các cụm từ thường gặp

032.mp3

Nghe 2 lần theo giọng Anh và giọng Mỹ rồi đọc theo.

doing some work at the table

using a hand tool

climbing the ladder

carrying a box under one's arm

painting the fence

mowing the lawn

assembling the parts

lift up *nâng lên* crate (n) thùng gỗ be piled up *được chất thành đống* outdoors (adv) ngoài trời
machine (n) máy store (v) giữ, trữ hand tool (n) thiết bị cầm tay ladder (n) thang leo carry
(v) mang, chở under the arm *cấp nách* fold (v) xếp plant (v) trồng

Tim đáp án sai

The man is folding the ladder.

Trong ảnh không có hình người đàn

ông đang gấp cái thang.

She is planting some flowers.

Trong ảnh cũng không có cảnh người

phụ nữ đang trồng hoa.

- The machine is lifting up some crates.
- The crates have been piled up outdoors.
- The crates are being moved by the machine.
- The crates are stored behind the building.

Possible answers 031.mp3

Bước 1: Tích lũy vốn từ vựng cơ bản

033.mp3

walk down the street	đi dọc theo con đường
driveway (n)	đường vào nhà (cho ô tô)
motorist (n)	người lái xe ô tô
resurface the road	làm lại mặt đường
repair the lamppost	sửa cột đèn
push the wheelbarrow	đẩy xe cút kít
wait at the curb	chờ ở lề đường
intersection (n)	giao lộ
runway (n)	đường băng
use a hammer	dùng búa
get out of the taxi	xuống taxi
sweep the road	quét đường
lay a concrete sidewalk	đổ bê tông vỉa hè
overpass (n)	cầu vượt
be under renovation	đang được nâng cấp
operate heavy machinery	vận hành máy móc
inspect the car	kiểm tra xe
pull into	tấp vào
wait at the taxi stand	chờ ở bến đỗ taxi
be under construction	đang được xây dựng
change a flat tire	thay lốp xe
be lined up	được sắp theo hàng
into the distance	ở đằng xa
climb onto the roof	leo lên mái nhà
climb the ladder	leo thang
board the train	lên tàu hỏa
final destination	điểm đến cuối cùng
be on the crosswalk	đang trên lối qua đường
dance for	khách bộ hành
wait to cross	chờ qua đường

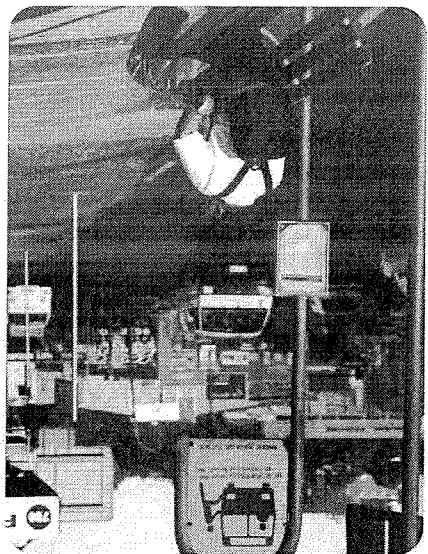
Bước 2: Nghe từ vựng, sau đó nghe câu

034.mp3

- The pedestrians are _____.
- The train is _____ the station.
- Some people _____.
- A motorcycle is _____.
- The building is _____.
- The road curves _____.
- The man is _____.
- People are _____ the street.
- They are _____.
- The bus has arrived at its _____.

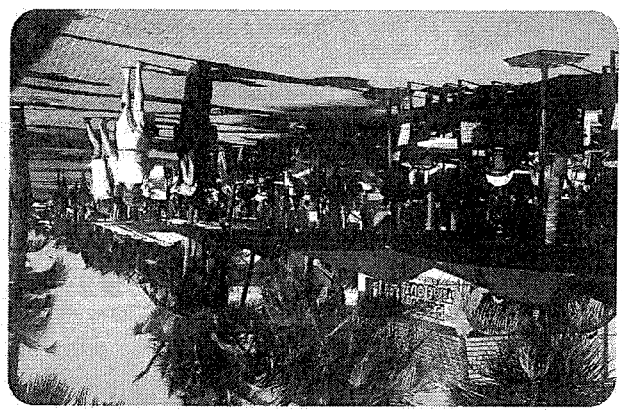
* Nghe đọc tất cả các câu mô tả bức ảnh, đánh dấu tick (✓) vào các câu mô tả đúng, sau đó viết hoàn chỉnh các câu bạn đã nghe.

Bước 3: Nghe câu và chọn đáp án đúng 035.mp3



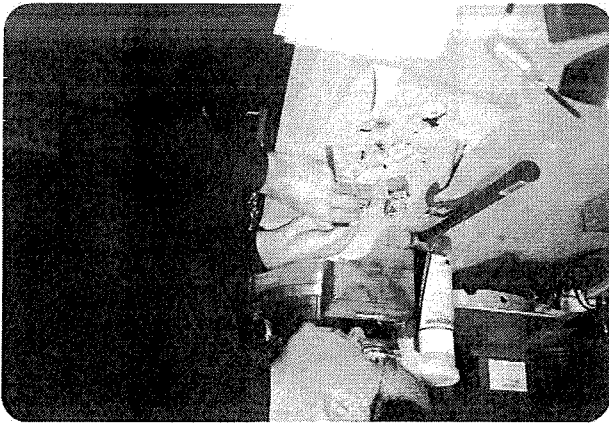
- A. ☐ He is _____.
- B. ☐ He is _____.
- C. ☐ The bus _____.
- D. ☐ The bus is _____.
- E. ☐ He is _____.

2.



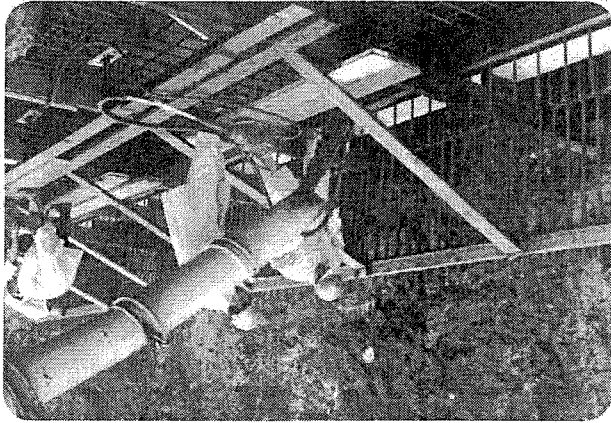
- A. ☐ The umbrellas are _____.
- B. ☐ The outdoor café is _____.
- C. ☐ Most chairs are _____.
- D. ☐ People are _____ on the sidewalk.
- E. ☐ Some people are _____.

Check it!



3.

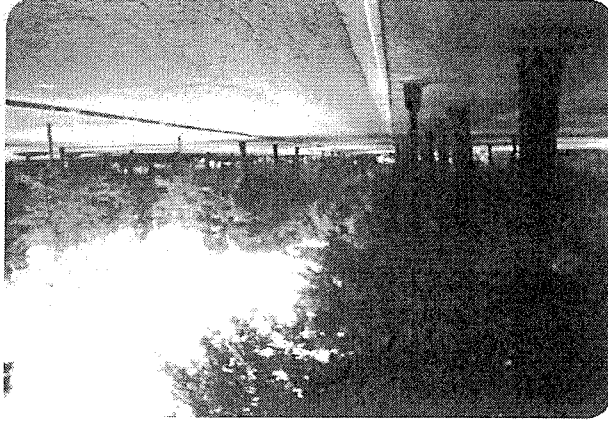
- A. ☐ The man has _____
- B. ☐ The man is _____ at the moment.
- C. ☐ The man is _____
- D. ☐ The man is _____
- E. ☐ The man is _____ by himself.



4.

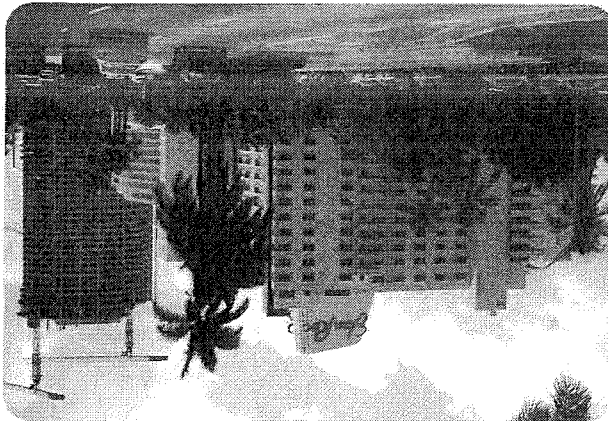
- A. ☐ None of the people is _____
- B. ☐ The workers are _____
- C. ☐ The workers are _____ to construct a building.
- D. ☐ The building is _____
- E. ☐ The construction is _____

- A. ☐ The band is _____.
- B. ☐ The trees are _____.
- C. ☐ _____ along the street.
- D. ☐ The lot is _____.
- E. ☐ The road _____.



6.

- A. ☐ Some trees are _____.
- B. ☐ The cars are _____.
- C. ☐ The sky is _____.
- D. ☐ The road is _____.
- E. ☐ The traffic is _____.

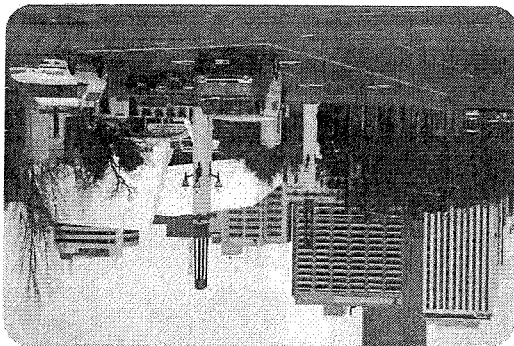


5.

Check it!

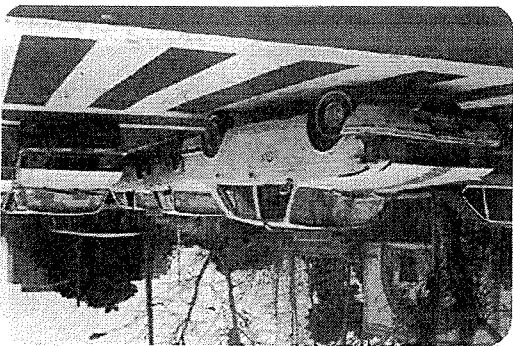
* Nghe và chọn câu mô tả đúng nhất những bức hình dưới đây.

1.



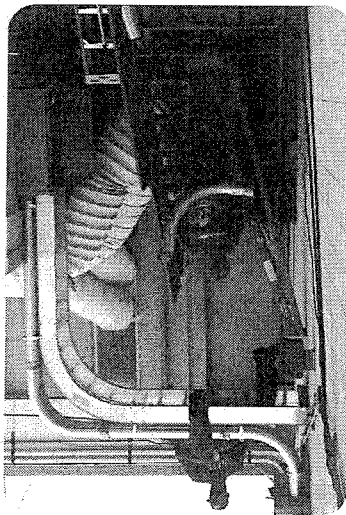
- (A) ☐ (B) ☐ (C) ☐ (D) ☐

2.



- (A) ☐ (B) ☐ (C) ☐ (D) ☐

3.



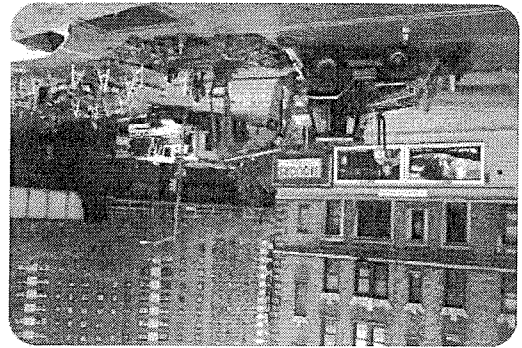
- (A) ☐ (B) ☐ (C) ☐ (D) ☐

4.



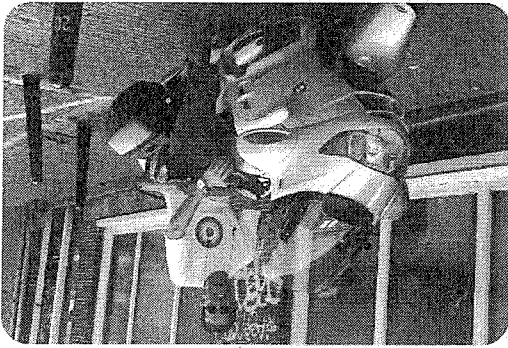
- (A) ☐ (B) ☐ (C) ☐ (D) ☐

(A) ☐ (B) ☐ (C) ☐ (D) ☐



7.

(A) ☐ (B) ☐ (C) ☐ (D) ☐



8.

(A) ☐ (B) ☐ (C) ☐ (D) ☐



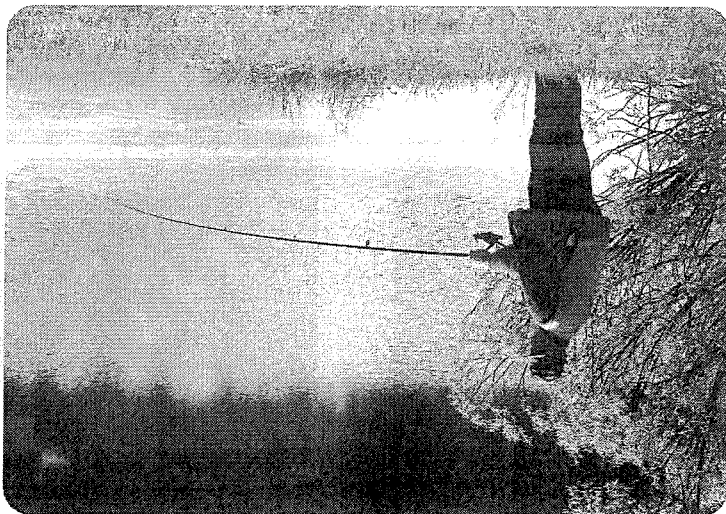
5.

(A) ☐ (B) ☐ (C) ☐ (D) ☐



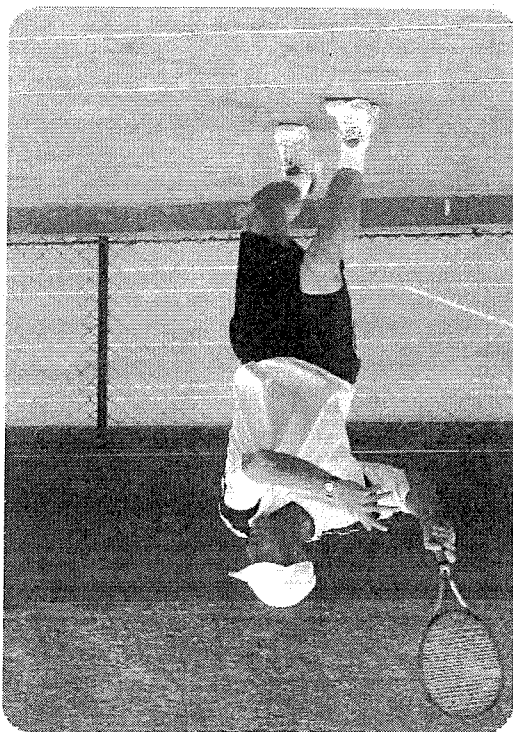
6.

* Chọn câu mô tả đúng nhất các bức hình sau đây.



1.

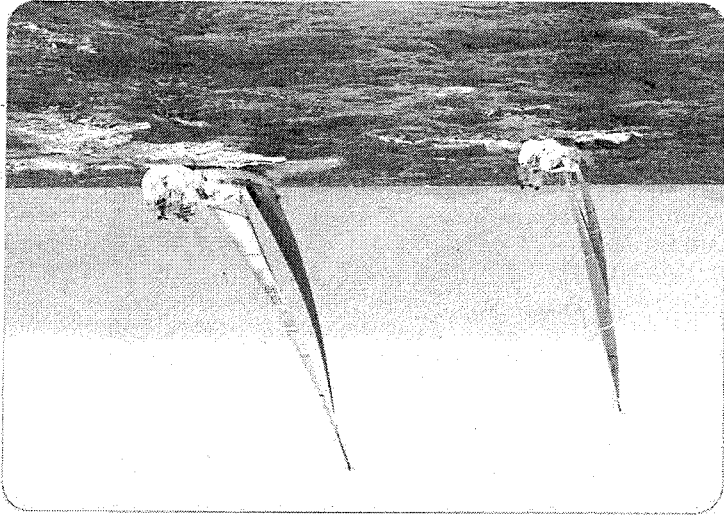
- A ☐ B ☐ C ☐ D ☐



2.

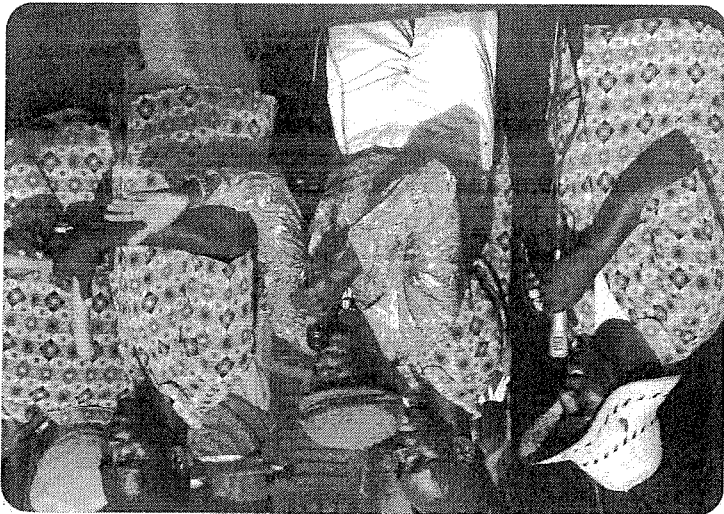
- A ☐ B ☐ C ☐ D ☐

A ☐ B ☐ C ☐ D ☐



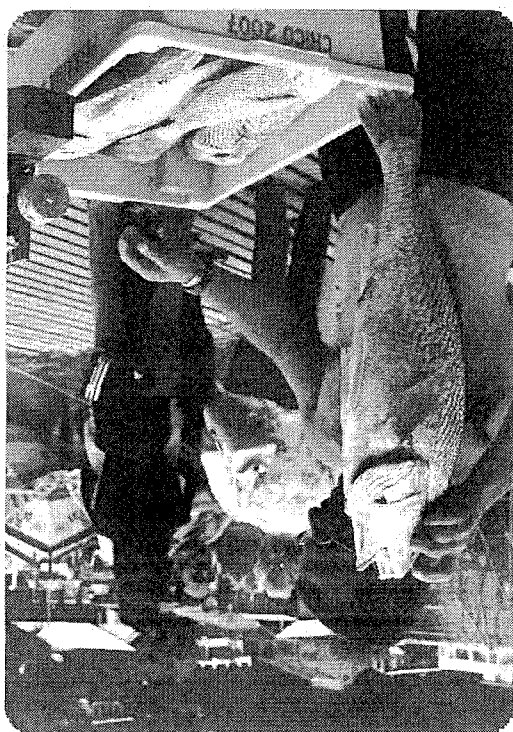
4.

A ☐ B ☐ C ☐ D ☐



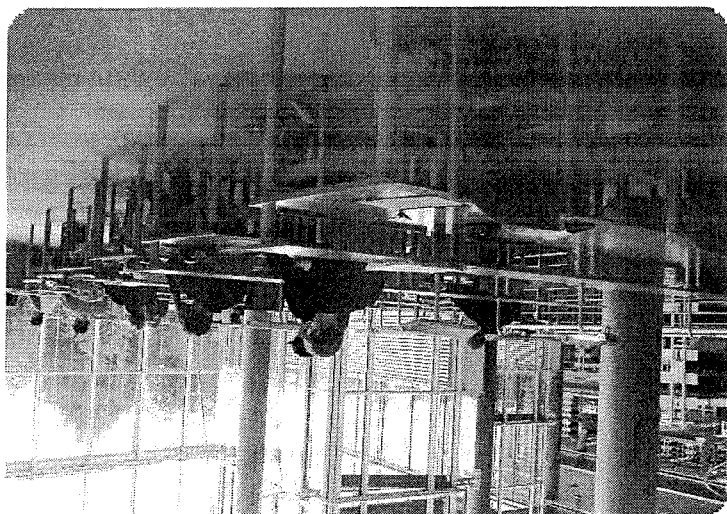
3.

6.



A ☐ B ☐ C ☐ D ☐

5.

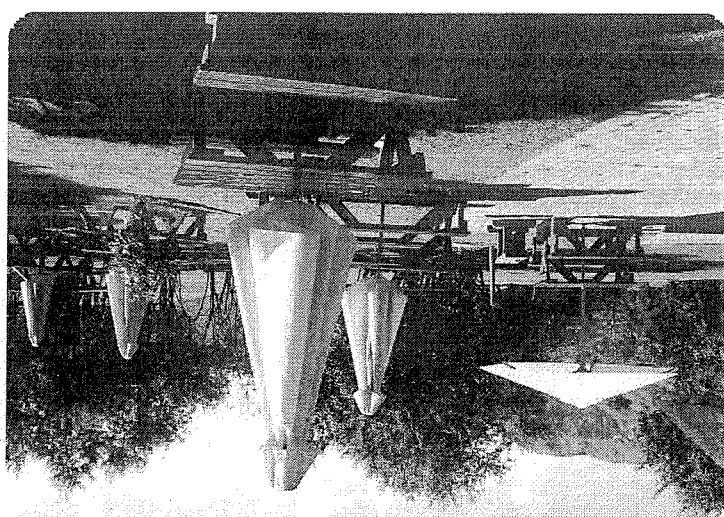


A ☐ B ☐ C ☐ D ☐



A ☐ B ☐ C ☐ D ☐

8.



A ☐ B ☐ C ☐ D ☐

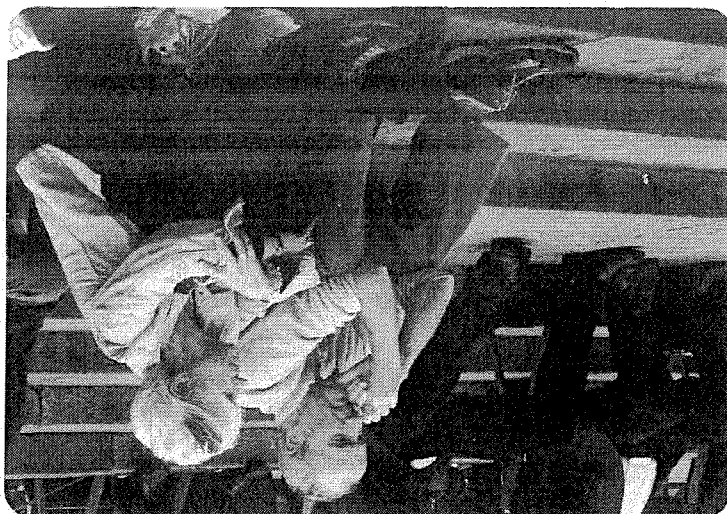
7.

10.



- ☐ A ☐ B ☐ C ☐ D

9.



- ☐ A ☐ B ☐ C ☐ D

Ghi chú chỉnh sửa lựa chọn sai



BIG STEP TOEIC 2

Part 2

Unit 4. Câu hỏi Where/When/Who

Unit 5. Câu hỏi Why/How/What

Unit 6. Câu hỏi Which/Câu hỏi dùng trợ
động từ

Unit 7. Câu hỏi gián tiếp

Unit 8. Câu hỏi phủ định/Câu hỏi đuôi/
Câu hỏi lựa chọn

Part 2 Review Test

Bí quyết để đạt điểm cao

1. Nắm vững câu hỏi cơ bản

Part 2 yêu cầu thí sinh chọn câu trả lời thích hợp nhất cho câu hỏi vừa được nghe. Dù bạn nghe được hết cả 3 lựa chọn nhưng không nghe được câu hỏi thì cũng vô ích. Việc nghe nhiều câu hỏi gần giống nhau có thể làm bạn dễ nhầm lẫn. Giáo trình sẽ cung cấp các bài tập giúp bạn luyện tập phần này. Hãy nghe các câu hỏi thường gặp sau đây và điền vào chỗ trống bằng các từ nghi vấn (question word).

1 Nghe và điền vào chỗ trống các từ nghi vấn.

038.mp3

1. _____ are you going to Seattle this afternoon?
2. _____ are you going to Seattle this afternoon?
3. _____ are you going to Seattle for your trip?
4. _____ are you going on your vacation this summer?
5. _____ time are you going to leave for the workshop?
6. _____ about going to a movie tonight?
7. _____ are you going to take, a bus or the subway?

2 Xác định câu trả lời đúng.

1. How are you going to Seattle this afternoon?
Dùng How để hỏi cách đi đến Seattle (bằng phương tiện gì)
2. Why are you going to Seattle this afternoon?
Dùng Why để hỏi lý do đi đến Seattle
3. When are you going to Seattle for your trip?
Dùng When để hỏi thời điểm đi đến Seattle
4. Where are you going on your vacation this summer?
Dùng Where để hỏi nơi nghỉ hè
5. What time are you going to leave for the workshop?
Dùng What để hỏi thời gian đi đến cuộc hội thảo
6. How about going to a movie tonight?
Dùng How để hỏi về đề nghị đi xem phim
7. Which are you going to take, a bus or the subway?
Dùng Which để hỏi chọn lựa một trong hai

trip (n) chuyến đi vacation (n) (chuyến đi) nghỉ mát leave for rời (nơi nào đó) để đến – workshop (n) hội thảo take a bus bắt xe buýt

hàng.)

(Anh ấy dự định gặp khách
He's going to meet the clients.

ấy đang đi tới New York.)

He's going to New York. (Anh

Ví dụ:

làm gì.

nguyên mẫu" nghĩa là dự định

nào. "be going to + động từ

chỉ" có nghĩa là đi đến nơi

* "be going to + danh từ chỉ nơi

038

2. Nắm phương pháp loại trừ để trả lời câu hỏi

Trong số 30 câu hỏi của Part 2 thì khoảng 10 câu hỏi có đáp án đúng là câu trả lời gián tiếp. Nghĩa là nếu câu hỏi là Where thì trong 10 trường hợp, đáp án đúng không phải là câu trả lời chỉ nơi chốn.

Q: Where did you get that camera?

A: Oh, it's a gift from my friend, John.

Rõ ràng, câu trả lời cho câu hỏi trên không phải là một nơi chốn như ta thường mong đợi. Do đó, trước hết các bạn phải học cách loại trừ các câu trả lời hiển nhiên sai, sau đó bạn sẽ dễ dàng chọn được đáp án đúng hơn.

1. Nghe 2 đáp án cho mỗi câu hỏi dưới đây, đánh X vào đáp án sai, và O vào đáp án đúng. (039.mp3)

1. How much sugar do you want for your coffee?

(A)

(B)

2. Which do you prefer, a window seat or an aisle seat?

(A)

(B)

2. Xác định câu trả lời đúng.

1. (A) O (B) X

How much sugar do you want for your coffee?

(A) I prefer black.

(B) Yes, we're out of sugar.

2. (A) O (B) X

Which do you prefer, a window seat or an aisle seat? ➔ Hỏi về chỗ bạn thích ngồi, gần cửa sổ hay gần lối đi

(A) Either is fine with me.

(B) The cold food is in aisle 3.

prefer (v) thích hơn be out of hết aisle (n) lối đi either cái này hoặc cái kia (cái nào cũng được) cold food thức ăn nguội

Unit 4. Câu hỏi Where/When/Who

Bài học trong tâm

Part 2 xuất hiện câu hỏi dạng Wh- (Wh- questions) và câu hỏi Yes/No.

1. Câu hỏi Where

Là câu hỏi về nơi chốn, không thể trả lời bằng Yes hoặc No. Đáp án có thể là một địa điểm hoặc một cụm từ không trực tiếp chỉ nơi chốn.

Nghe và lặp lại các câu hỏi dưới đây.

040.mp3

Q : Where can I get the bus for Seoul?

A : At gate 3.

Q : Where should I put this cup?

A : You can leave it there.

Q : Where will the staff meeting be held?

A : In the board room.

Q : Where do you think I should put the boxes?

A : Along the wall would be better.

Q : Where can I pay for this sweater?

A : There's a cash register right over there.

get the bus bởi xe buýt gate (n) cổng leave (v) (đi) để be held được tổ chức staff meeting cuộc họp danh cho nhân viên board room (n) phòng họp along dọc theo — sweater (n) áo len cash register (n) máy tính tiền

* Những cụm từ chỉ nơi chốn thường gặp
 in the conference room ở phòng hội nghị
 opposite the park đối diện công viên
 back there tận đằng kia
 on the second floor trên tầng hai
 in your mailbox trong hộp thư của bạn
 on your desk trên bàn giấy
 right next to the door ngay cạnh cửa
 by the door cạnh cửa

2. Câu hỏi When

Đây là câu hỏi về thời gian, không thể trả lời bằng Yes hoặc No. Câu trả lời hầu hết đều về thời gian, nên cần thận loại bỏ câu trả lời lời nghĩa và không phù hợp.



Nghe và lặp lại các câu hỏi dưới đây. (041.mp3)

Q : When is the show supposed to begin?

A : In 10 minutes.

Q : When are you going to finish the report?

A : Today.

Q : When are you taking your vacation this year?

A : As soon as I complete this project.

Q : When is this report due?

A : Early next week.

Q : When did you reserve the hotel room?

A : 2 weeks ago.

be supposed to do theo kế hoạch / theo thông tin ~ begin (v) bắt đầu finish (v) kết thúc as soon as ngay khi complete (v) hoàn thành be due đến hạn reserve the hotel room đặt phòng khách sạn

Unit 4

• Những cụm từ ♦ sometime next week lúc nào đó tuần tới

chỉ thời gian right now ngay bây giờ

in an hour trong một giờ nữa

by the end of this month trước cuối tháng này


not until 2 p.m. lúc 2 giờ chiều

two Thursdays ago cách đây hai thứ năm

a couple of days ago cách đây vài ngày

3. Câu hỏi Who

Đây là câu hỏi về người, không thể trả lời bằng Yes hoặc No. Đáp án có thể là tên người, chức vụ, hoặc một cụm từ không trực tiếp chỉ người.

 Nghe và lặp lại các câu hỏi dưới đây. 042.mp3

Q : Who is going to be working on this project?

A : Tom, I think.

Q : Who's the person in charge of payroll?

A : That would be James.

Q : Who do I talk to about getting a new computer?

A : You should talk to your supervisor first.

Q : Who presented first at the workshop?

A : The department head started off.

Q : Who was absent from yesterday's meeting?

A : Sophia had a doctor's appointment.

work on thực hiện in charge of đảm nhiệm ~ payroll (n) bảng lương supervisor (n) giám sát viên
department head trưởng phòng start off mở đầu be absent from vắng mặt ở ~ appointment (n) cuộc hẹn

• Những cụm từ → representative (n) đại diện vice president (n) phó chủ tịch chỉ người thường gặp supervisor (n) giám sát viên executive officer (n) nhân viên điều hành director (n) giám đốc board of directors (n) Ban Giám đốc receptionist (n) nhân viên tiếp tân division head (n) trưởng bộ phận secretary (n) thư ký

Bước 1: Tích lũy vốn từ vựng cơ bản 043.mp3

get the results nhận kết quả	make copies sao chép tài liệu	begin production bắt đầu sản xuất	lead engineer kỹ sư trưởng	invitation (n) lời mời	deadline (n) thời hạn cuối cùng	sometime next week lúc nào đó tuần tới	all the time luôn luôn	handle (v) xử lý	within a week trong vòng một tuần	in less than 6 months trong vòng dưới 6 tháng nữa	before lunch today trước bữa trưa hôm nay	factory sample mẫu sản phẩm (vật nhả máy)	near the station gần nhà ga	since my graduation kể từ khi tôi tốt nghiệp
pick up the ticket mua vé	get promotion được thăng tiến	take the vacation đi nghỉ mát	take the rest of the day off nghỉ từ giờ đến hết ngày làm việc	predict the rain dự đoán là có mưa	a week from now trong 1 tuần kể từ bây giờ	be responsible for chịu trách nhiệm về ~	3 Saturdays ago cách đây 3 thứ bảy	leave for London đi Luân Đôn	facilities department phòng thiết bị	shipping department phòng vận chuyển	board room (n) phòng họp của ban giám đốc	cafeteria (n) quán ăn tự phục vụ	director (n) giám đốc	

1. When will the _____ ?	In less than 6 months.
2. Who'll be the _____ ?	Mr. White, I guess.
3. When were those _____ ?	Before lunch today.
4. Where can I _____ ?	The machine is broken.
5. Where _____ ?	Near the station.
6. Who's going to _____ ?	His secretary will.
7. When is your mother _____ ?	Tomorrow night.
8. Who's _____ the invitation?	Mr. Park handles that.
9. Where did you _____ I brought yesterday?	They're on my desk.
10. When can I _____ of my physical?	Within a week.

Answer

Question

Bước 2: Nghe từ vựng, sau đó nghe câu 044.mp3

đúng.

* Nghe câu hỏi và câu trả lời, hoàn chỉnh các câu đã nghe, sau đó đánh dấu tick (✓) vào đáp án

Bước 3: Nghe câu và chọn đáp án đúng

045.mp3

1. When did you _____ ?

(A) No, I _____.

(B) I'm _____.

(C) _____.

2. Where can I _____ ?

(A) _____.

(B) Try _____.

(C) I _____.

3. Who's going to _____ ?

(A) We need _____.

(B) _____.

(C) _____.

4. Where is the _____ ?

(A) It runs _____.

(B) _____.

(C) Just _____.

5. When is the _____ ?

(A) Tom is _____.

(B) I placed _____.

(C) _____ at the latest.

6. Who's responsible for _____ ?

(A) Jonathan _____

(B) I _____

(C) Yes, _____

7. When will I get _____ ?

(A) _____

(B) No, _____

(C) _____

8. Where can I _____ ?

(A) _____

(B) You can buy one _____

(C) The coat _____

9. When are you _____ ?

(A) _____

(B) She has _____

(C) I thought _____

10. Who's going to _____ ?

(A) Sometime _____

(B) Only _____

(C) _____

Nâng cao khả năng cơ bản | Làm quen với cảm giác thi thật

046.mp3

※ Nghe và chọn câu trả lời đúng nhất.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

6. (A) (B) (C)

7. (A) (B) (C)

8. (A) (B) (C)

9. (A) (B) (C)

10. (A) (B) (C)

Ghi chú chỉnh sửa lựa chọn sai



Unit 5. Câu hỏi Why/How/What

Bài học trong tâm

Mỗi từ Why, How và What thường mang 2 nghĩa. Trong một bài thi thực tế, có ít nhất 2 câu hỏi bắt đầu bằng từ Why, How và What.

1. Câu hỏi Why

Đây là câu hỏi về lý do hoặc là lời đề nghị (như trong Why don't we ...?). Không trả lời bằng Yes hoặc No.



Nghe và lặp lại các câu hỏi dưới đây. (047.mp3)

Q : Why is Mr. Nakamura leaving the company?
A : He's taking a job in another city.

Q : Why don't we try a new restaurant for lunch today?
A : That sounds good.

Q : Why has the presentation been postponed?
A : They didn't mention the reason.

Q : Why did Sara go to New York last week?
A : She had to attend the conference.

Q : Why don't you call the service center?
A : I already did, but there was no answer.

leave (v) rời bỏ take a job nhận việc làm postpone (v) hoãn mention (v) đề cập đến attend (v) tham dự conference (n) hội nghị service center (n) trung tâm dịch vụ khách hàng


Gợi ý • Phân tích mẫu đáp án thường gặp của câu hỏi Why

1. Câu hỏi Why hỏi lý do: Ngoài because, đáp án còn có các dấu hiệu khác như: due to heavy rain (vì mưa to), to submit the report (để nộp báo cáo), for the presentation (cho bài phát biểu).

2. Câu hỏi Why mang nghĩa đề nghị: Câu trả lời là từ chối hoặc đồng ý. Các mẫu câu đồng ý thông dụng: That's a good idea (Ý hay đó), That sounds good (Nghe được đó), I'd love to (Tôi rất thích).

2. Câu hỏi How

Câu hỏi này rất đa dạng: How did you...? (phương pháp)/How far...? (khoảng cách)/How about ...? (đề nghị)/How do you like...? (ý kiến)/How much...? (giá cả)/How long...? (khoảng thời gian). Câu hỏi How không được trả lời bằng Yes hoặc No nhưng với How about ~ ? (câu đề nghị) thì có thể dùng Yes/No.

 Nghe và lặp lại các câu hỏi dưới đây. 048.mp3

Q : How many people are attending the workshop?

A : I'm not sure about it.

Q : How far is it from here to the airport?

A : Only an hour's drive.

Q : How did you finish the project so quickly?

A : Tom gave me a lot of help.

Q : How about shipping the materials tomorrow?

A : Sounds like a good plan.

Q : How do you like your new place?

A : It's more spacious.

Vocab
attend (v) tham dự workshop (n) hội thảo finish (v) hoàn thành ship (v) vận chuyển material (n) vật liệu spacious (a) rộng

• Các câu hỏi How thông dụng

Ngoài các cách dùng trên, How còn nhiều cách dùng khác bạn cần nắm vững:


How is your business going? → Công việc ra sao rồi? (tiến trình công việc)

How come she failed to meet the deadline? → Tại sao cô ấy không đúng hạn? (lý do)

How is your father? → Bố của bạn có khỏe không? (sức khỏe)

3. Câu hỏi What

Câu hỏi này cũng rất đa nghĩa. Ngoài nghĩa cơ bản là "cái gì", what còn có nhiều nghĩa khác nhau tùy vào từ theo sau nó. Ví dụ: What time...? (thời gian)/What size...? (kích cỡ)/What country...? (quốc gia)/What do you think of (about)...? (ý kiến). Câu hỏi dạng này không trả lời bằng Yes hoặc No.

 Nghe và lặp lại các câu hỏi dưới đây. 049.mp3

Q : What time will the delegation arrive?
A : At around 4 p.m.

Q : What's the purpose of your visit to Seoul?
A : I'm here on business.

Q : What country did she come from?
A : She's from Russia.

Q : What do you think about their new plan?
A : I think it's impractical.

Q : What were you doing when I called this morning?
A : I was in a meeting.

● **delegation** (n) *phái đoàn* arrive (v) *đến* purpose (n) *mục đích* on business *với mục đích công tác*
● **impractical** (n) *không thực tế*

● **Go!** • Câu hỏi What thông dụng

What's your new supervisor like?

Câu này hỏi ý kiến về tính cách của một người. Đáp án dùng thường là những từ chỉ tính cách như: hard-working (chăm chỉ)/open-minded (phòng khoáng)/generous (rộng lượng)/approachable (thân thiện)/kind (tốt, tử tế).

Bước 1: Tích lũy vốn từ vựng cơ bản 050.mp3

learn of the position tìm hiểu về chức vụ nào đó	go to the beach đi ra bãi biển
get to the post office đi đến bưu điện	big enough đủ lớn
conference room phòng hội nghị	send out gửi đi
department head trưởng phòng	estimate dự đoán
exhibition center trung tâm triển lãm	visit the branch office thăm văn phòng chi nhánh
take the airport shuttle đi xe buýt của sân bay	relocate (v) di dời
company-wide trên toàn công ty	restructuring việc sắp xếp lại
go to the theater đi xem kịch	applicant (n) ứng viên
employment (n) việc làm, việc thuê mướn	over a decade hơn 1 thập niên
cancel the meeting hủy cuộc họp	last for an hour kéo dài trong một giờ đồng hồ
secretarial position vị trí thư ký	paid vacation kỳ nghỉ có hưởng lương
annual banquet tiệc thường niên	following week tuần sau đó
mention the date đề cập đến ngày	storage room nhà kho
retire (v) về hưu	award ceremony lễ trao giải

Bước 2: Nghe từ vựng, sau đó nghe câu 051.mp3

Question Answer

1. What _____ ?
Orange juice, please.
2. _____ of this position at PPC magazine?
I read about it in the newspaper.
3. _____ to the beach with me?
Sure, when are you leaving?
4. _____ changed?
Since Mr. Park couldn't be here then.
5. _____ room?
Big enough for more than 100 people.
6. _____ to get to the post office?
Through the park.
7. _____ over there?
That's a good idea.
8. _____ leave?
It should depart soon.
9. _____ before we get to the theater?
About 15 minutes or so.
10. _____ to all department heads?
That sounds better.



Bước 3: Nghe câu và chọn đáp án đúng (052.mp3)

* Nghe câu hỏi và câu trả lời, hoàn chỉnh các câu đã nghe, sau đó đánh dấu tick (✓) vào đáp án đúng.

1. What bank _____ ?

(A) Yes, the bank financing is _____

(B) The factory is _____

(C) We used _____

2. Why did you come to _____ ?

(A) No, _____

(B) Because _____

(C) Because there was _____

3. How did you _____ ?

(A) _____

(B) In fact, _____

(C) I should _____

4. How about _____ ?

(A) No, _____

(B) It sounds _____

(C) We should _____

5. What time do you start _____ ?

(A) _____

(B) You don't need to _____

(C) Sorry, _____

6. Why don't you join us _____?
 (A) Well, _____
 (B) Sure, _____
 (C) Because _____
7. _____ Mr. Kang's retirement?
 (A) He will _____
 (B) Don't worry. Tom and Mary _____
 (C) We will _____
8. _____ the new computer software?
 (A) No, we are waiting for _____
 (B) _____
 (C) It's _____ the old program.
9. Why is Sophia _____?
 (A) She's _____
 (B) No, _____ this winter.
 (C) Yes, _____
10. How _____?
 (A) They're _____
 (B) _____ right now?
 (C) I _____

* Nghe và chọn câu trả lời đúng nhất.

1. ☐ A ☐ B ☐ C2. ☐ A ☐ B ☐ C3. ☐ A ☐ B ☐ C4. ☐ A ☐ B ☐ C5. ☐ A ☐ B ☐ C6. ☐ A ☐ B ☐ C7. ☐ A ☐ B ☐ C8. ☐ A ☐ B ☐ C9. ☐ A ☐ B ☐ C10. ☐ A ☐ B ☐ C

Ghi chú chỉnh sửa lựa chọn sai




Unit 6. Câu hỏi Which / Câu hỏi dùng trợ động từ

Bài học trong tâm

Trong Part 2, câu hỏi Which và câu hỏi dùng trợ động từ là phần khó nhất. Đặc biệt, câu hỏi dùng trợ động từ xuất hiện khá nhiều (3 – 4 câu trong một bài thi).

1. Câu hỏi Which

Là câu hỏi yêu cầu chọn 1 trong 2 hay nhiều thứ. Câu trả lời có nội dung cụ thể thường là đáp án đúng. Không được trả lời bằng Yes hoặc No cho câu hỏi Which.

 Nghe và lặp lại các câu hỏi dưới đây. 054.mp3

Q : Which shirt should I buy?

A : The grey one.

Q : Which medicine do you recommend?

A : The one I always take.

Q : Which way is the shortest to the airport?

A : The highway is the quickest.

Q : Which designer did you decide to hire?

A : We're still discussing it.

Q : Which report do you want me to go over with you?

A : The one we discussed yesterday.

grey (a) *xám* **medicine** (n) *thuốc* **recommend** (v) *đề xuất* **highway** (n) *xa lộ* **hire** (v) *thuê* **discuss** (v) *thảo luận về* **go over** (v) *xem xét*

Com • Phân tích đáp án dùng thường gặp của câu hỏi Which

1. Trường hợp chọn từ khác một thứ: Câu trả lời dùng trong trường hợp này thường dùng đại từ one, chẳng hạn The first one, The blue one, The one near the door.
2. Trường hợp không từ khác: Câu trả lời theo kiểu lần tránh, chẳng hạn I have no idea. / We haven't decided it yet. / It's a difficult question.

2. Câu hỏi dùng trợ động từ

Câu hỏi dạng này có nghĩa rất đặc biệt và luôn có trợ động từ đi kèm. Ví dụ: Can you ...? / Could you ...? (như vâng) hoặc Would you like ...? / Would you care ...? (mời mọc). Dạng câu hỏi này có thể trả lời bằng Yes hoặc No.

Nghe và lặp lại các câu hỏi dưới đây. 055.mp3

Q : Would you like some help with that box?

A : That would be great.

Q : Could you give me a ride to the airport?

A : Sure, what time is your flight?

Q : Would you like to address at our annual convention in September?

A : Let me check my schedule.

Q : Can you send me a copy of the revised contract?

A : Yes, I'll mail it tomorrow.

Q : Would you care to sit at the window table?

A : That would be better.



Vocab

give me a ride cho tôi đi nhờ xe flight (n) chuyến bay address (v) nói chuyện (trước đám đông)
annual (a) thường niên convention (n) hội nghị copy (n) bản, bản sao revised đã được chỉnh sửa
contract (n) hợp đồng mail (v) gửi care to do ~ thích làm ~ window table bàn gần cửa sổ

Go! * Câu hỏi thông dụng với Would like

Ngoài các cách dùng trên, would like còn nhiều cách dùng khác bạn cần nắm vững:

Q : How would you like your coffee? * Hỏi về độ đậm / nhạt của cà phê

A : Just one spoonful, please.

Q : How would you like your steak? * Hỏi về độ chín của bít-tết

A : Medium well-done, please.

Bước 1: Tích lũy vốn từ vựng cơ bản (056.mp3)

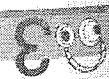
Would you care to do ~? Anh/Chị có muốn ~ không?	look forward to ~ing trông đợi ~	call back gọi lại	mind (v) phiền	speak loudly nói to	in an hour trong vòng 1 giờ đồng hồ	recommendations (những) đề xuất	draft plan kế hoạch sơ thảo	extend the deadline gia hạn (thời hạn cuối cùng)	proofread the documents đọc để sửa lỗi tài liệu	have a previous appointment có 1 cuộc hẹn trước	make an overseas call gọi ra nước ngoài
Would you like me to do ~? Anh/Chị có muốn tôi làm ~ không?		fill out the form điền mẫu đơn	reserve a room đặt phòng	supplies nguồn cung ứng	be fully booked (nhà hàng) hết chỗ	sales figures doanh số	warranty (n) giấy bảo hành	correct errors sửa lỗi	take A to the airport chở A tới sân bay	meet the goal đạt mục tiêu	take the insurance mua bảo hiểm

Answer

Question

Bước 2: Nghe từ vựng, sau đó nghe câu (057.mp3)

1. _____ of these sales reports? No, I don't need them.
2. _____ do you prefer? The brighter one is better.
3. _____ information about our training program? Sure, it sounds like fun.
4. _____? No problem.
5. _____ for you? Yes, please do.
6. _____ in an hour? Yes, no problem.
7. _____ the recent research results? We haven't received them yet.
8. _____ this weekend? Sorry, we are fully booked.
9. _____ to my office in the afternoon? I'm afraid I'm very busy today.
10. _____ a message? No, I'll call back later.



Bước 3: Nghe câu và chọn đáp án đúng (058.mp3)

* Nghe câu hỏi và câu trả lời, hoàn chỉnh các câu đã nghe, sau đó đánh dấu tick (✓) vào đáp án đúng.

1. _____ with the customer tomorrow?

- (A) ☐ It begins _____.
- (B) ☐ Yes, I've been _____ it.
- (C) ☐ It will be held _____.

2. _____ when you have some time?

- (A) ☐ Sure, _____ after finishing this proposal.
- (B) ☐ _____.
- (C) ☐ Yes, _____.

3. _____ to talk about the meeting this afternoon?

- (A) ☐ Yes, _____.
- (B) ☐ Yes, _____.
- (C) ☐ No, _____.

4. _____ for the last quarter?

- (A) ☐ _____ today.
- (B) ☐ Yes, _____.
- (C) ☐ _____.

5. _____ for lunch?

- (A) ☐ I brought _____ today.
- (B) ☐ Sure, there is _____.
- (C) ☐ Yes, _____ from your boss.

6. _____ your new laptop computer?
 (A) The computer is _____.
 (B) Sure, I know _____. Don't worry.
 (C) Sorry, I _____.
 7. Would you ask Sara to _____?
 (A) Yes, _____.
 (B) I _____ that.
 (C) Yes, _____.
 8. _____, sir?
 (A) Just _____.
 (B) I really _____.
 (C) OK, _____ in a minute.
 9. Shall I let her _____?
 (A) Yes, _____ from her.
 (B) No thanks. _____.
 (C) _____.
 10. _____ this marketing report for me now?
 (A) Sorry, _____ now.
 (B) Sure, _____.
 (C) I _____ yet.

1.	A	B	C
2.	A	B	C
3.	A	B	C
4.	A	B	C
5.	A	B	C
6.	A	B	C
7.	A	B	C
8.	A	B	C
9.	A	B	C
10.	A	B	C

※ Nghe và chọn câu trả lời đúng nhất.

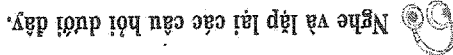
Unit 7. Câu hỏi gián tiếp

Bài học trong tam

Câu hỏi gián tiếp là câu hỏi có từ dùng để hỏi nằm ở giữa câu (thay vì ở đầu câu). Câu hỏi dạng này tương đối khó hiểu, nhất là với học viên sơ cấp. Part 2 có từ 2 – 3 câu hỏi dạng này.

1. Câu hỏi gián tiếp

Câu hỏi gián tiếp là câu hỏi được chèn vào vị trí túc từ của một câu hỏi khác, chẳng hạn Do you know who...? / Can you tell me what...? Đáp án dùng dựa vào câu hỏi được chèn đó. Dạng câu hỏi này có thể trả lời bằng Yes hoặc No.



060.mp3

Q: Can you tell me where I can find good office furniture around here?
A: There's a store on Hamilton Street.

Q: Do you know where the bus stop is?
A: Walk down a couple of blocks.

Q: Could you please find who handled this shipment yesterday?
A: Sure, it will take a minute.

Q: Do you know how to install this program?
A: Let me check the manual.

Q: Can you tell me when the meeting is starting?
A: In an hour.

office furniture (n) đồ văn phòng block (n) dãy nhà handle (v) xử lý shipment (n) lô hàng install (v) cài đặt manual (n) sách hướng dẫn

• Hình thức trả lời của câu hỏi gián tiếp

1. Trả lời trực tiếp: Về hình thức, câu hỏi gián tiếp có thể được trả lời bằng Yes hoặc No. Tuy nhiên, trong bài thi, đáp án đúng phải là về nguyên nhân, với câu Do you know where...? thì đáp án đúng phải chỉ về nơi chốn.
2. Trả lời thoải mái: Đây là những câu trả lời không rõ ràng, nhưng cũng đúng. Ví dụ: It hasn't been decided. / She didn't tell me.

Nâng cao khả năng cơ bản

Bước 1: Tích lũy vốn từ vựng cơ bản 061.mp3

program director giám đốc chương trình
return the call gọi lại
document the meeting ghi biên bản cuộc họp
get a loan from the bank vay tiền ngân hàng
shipping company công ty vận tải
meet the deadline hoàn thành đúng hạn
last at least 2 weeks kéo dài ít nhất 2 tuần
submit separately nộp riêng lẻ
take a bus to work đi làm bằng xe buýt
much too expensive quá đắt
go clothes shopping đi mua sắm quần áo
new staff recruitment việc tuyển nhân viên mới
update cập nhật
improve sales figures tăng doanh số

cafe/terrace quán ăn tư phục vụ
vice president phó chủ tịch
place an ad đặt 1 mẫu quảng cáo
pay interests trả lãi
get another plan làm một kế hoạch khác
prime real estate bất động sản cao cấp
star in the movie ngôi sao điện ảnh
start the camcorder bấm máy quay phim
agenda chương trình nghị sự
not until this weekend cuối tuần này
must have lived here chắc hẳn đã sống ở đây
finance statement bản khai tài chính
chair the meeting chủ trì cuộc họp

Bước 2: Nghe từ vựng, sau đó nghe câu 062.mp3

Question

Answer

1. _____ to find Mr. White?
He doesn't work here any more.
2. _____ as a new program director?
It hasn't been decided yet.
3. _____ the picnic was canceled?
Probably because it rained.
4. _____ there is any change?
I'd be happy to help you in any way possible.
5. _____ I can get a cup of coffee?
At the cafeteria at the corner.
6. _____ I returned Cathy's call?
Yes, you called her two Saturdays ago.
7. _____ Ms. Mackay is calling this morning's meeting?
To introduce a new vice president.
8. _____ John while he's away?
A decision hasn't been made.
9. _____ the bus comes?
About every 30 minutes.
10. _____ the repairman is expected to come?
Sorry, but she's out of the office right now.

* Nghe câu hỏi và câu trả lời, hoàn chỉnh các câu đã nghe, sau đó đánh dấu tick (✓) vào đáp án đúng.

063.mp3

Bước 3: Nghe câu và chọn đáp án đúng



has been set?

1.

(A) Yes, _____

☐ (A)

(B) _____

☐ (B)

(C) No, _____

☐ (C)

met last time?

2.

(A) Yes, I _____ at the conference.

☐ (A)

(B) _____

☐ (B)

(C) _____

☐ (C)

your vacation this year?

3.

(A) I _____

☐ (A)

(B) I'm _____ to Indonesia.

☐ (B)

(C) _____

☐ (C)

Mr. Brown will be back here in town?

4.

(A) No, he's _____

☐ (A)

(B) He _____ this weekend.

☐ (B)

(C) _____

☐ (C)

he always wears that tie?

5.

(A) _____ ?

☐ (A)

(B) Sorry, _____

☐ (B)

(C) Yes, _____

☐ (C)

10. _____ to get to the office?
- (A) _____ the traffic.
- (B) I _____ this time.
- (C) I usually _____.

9. _____ this camcorder?
- (A) I couldn't _____ this morning.
- (B) Just _____.
- (C) This camcorder is _____.

8. _____ for the next meeting?
- (A) It will _____.
- (B) _____ in France.
- (C) Just _____.

7. _____ this invoice?
- (A) You can _____.
- (B) _____.
- (C) It should _____.

6. _____ she has changed her mind?
- (A) _____ here.
- (B) _____ it.
- (C) Perhaps _____.

* Nghe và chọn câu trả lời đúng nhất.

1. A B C

2. A B C

3. A B C

4. A B C

5. A B C

6. A B C

7. A B C

8. A B C

9. A B C

10. A B C

Ghi chú chỉnh sửa lựa chọn sai



Unit 8. Câu hỏi phủ định / Câu hỏi đuôi / Câu hỏi lựa chọn

Bài học trong tâm

Để đạt điểm cao trong Part 2, các bạn phải làm tốt Câu hỏi phủ định / Câu hỏi đuôi / Câu hỏi lựa chọn, vì ba dạng này chiếm tỉ lệ lớn trong Part 2.

1. Câu hỏi phủ định / Câu hỏi đuôi

Câu hỏi phủ định là câu hỏi có not sau trợ động từ, ví dụ Don't you like...? / Hasn't it...? 2. Cách trả lời câu hỏi này giống như trả lời cho câu hỏi tương tự không có not. Câu hỏi đuôi là câu hỏi có thêm phần đuôi (tag) phía sau, dùng để tái xác nhận thì và chủ ngữ phía trước. Dạng câu hỏi này có thể trả lời bằng Yes hoặc No và có cách trả lời giống như câu hỏi phủ định.

 Nghe và lặp lại các câu hỏi dưới đây. 065.mp3

Q : Hasn't it stopped raining yet?

A : Yes, it has.

Q : The food here has improved a lot this year, hasn't it?

A : I really haven't noticed.

Q : Don't you think we should take a short break?

A : OK, but just 20 minutes.

Q : Sophia needs to send her invoice, doesn't she?

A : It's not necessary this time.

Q : Aren't the tax forms due soon?

A : Yes, the deadline is Tuesday.

Vocab
 improve (v) cải thiện notice (v) để ý take a break giải lao invoice (n) hóa đơn tax form mẫu khai thuế deadline (n) thời hạn cuối cùng

Grammar • Cách nhận biết câu hỏi phủ định / câu hỏi đuôi

1. Câu hỏi phủ định (Xem như không có từ not)

Isn't there a shortcut to the station?

Nếu có đường tắt (shortcut), trả lời Yes;

nếu không, trả lời No.

2. Câu hỏi đuôi (Nhận biết thì và chủ ngữ thông qua phần đuôi (tag))

You didn't meet Charles, did you? Nội dung là gặp Charles, thì quá khứ, chủ ngữ là you.

Nếu có gặp, trả lời Yes; nếu không gặp, trả lời No.

Mr. Johnson likes Vietnamese food, doesn't he? Nội dung là thích món ăn Việt Nam, thì hiện tại,

chủ ngữ là he.

Nếu thích, trả lời Yes; nếu không thích, trả lời No.

2. Câu hỏi lựa chọn

Là câu hỏi yêu cầu phải chọn một trong hai thứ. Câu trả lời có thể là "A", "B", "hoặc A hoặc B đều được", hoặc "không chọn cái nào cả". Không trả lời bằng Yes hoặc No cho dạng câu hỏi này.

Nghe và lặp lại các câu hỏi dưới đây. (066.mp3)

Q : Would you rather have sugar or honey with your tea?
A : Neither, thanks.

Q : Should I have the contract sent to you or will you pick it up?
A : I will come over to get it.

Q : Would you like this shirt or a smaller one?

A : What size do you have?

Q : Do you want to have lunch delivered or go to a restaurant?
A : It's raining, so let's order something.

Q : Is the new furniture arriving today or tomorrow?

A : Neither. It's going to arrive next week.

contract (n) *hợp đồng* pick up (v) *lái lấy* come over (v) *lái* have lunch delivered *đặt người mang cơm trưa tới* (văn phòng)

Unit 8 • Mẫu trả lời gián tiếp

1. Hoặc A hoặc B đều được

Either is fine with me.

Whichever you like.

2. Cả A và B đều không được

Neither.

The third one, actually.

They haven't decided yet.

It doesn't matter.

It's up to you.

I don't care.

Bước 1: Tích lũy vốn từ vựng cơ bản 067.mp3

home number số điện thoại nhà

house number số nhà

attend the orientation tham dự buổi hướng

dẫn

call the help desk gọi bàn hướng dẫn

expect someone trông ai đó

check the terms kiểm tra các điều khoản

(trong hợp đồng)

own the properties sở hữu tài sản

bring the umbrella mang theo dù

approve the proposal chấp nhận đề xuất

look promising trông có vẻ đầy hứa hẹn

Neither do I. Tôi cũng không.

Either is fine. Cái nào cũng được.

Don't bother yourself. Thôi, phiền anh/

chị qua.

cancel a subscription hủy bỏ việc đặt báo

work number số điện thoại cơ quan

assistant manager trợ lý giám đốc

choose a candidate chọn ứng viên

ask for a repair visit yêu cầu cử người đến

sửa (cái gì đó)

sign the contract ký hợp đồng

accept the conditions chấp nhận các điều kiện

be accompanied được tháp tùng

be busy all week bận cả tuần

travel agent nhân viên công ty du lịch

a flaw in the program một lỗi trong chương trình

come in for an interview đi/đến phỏng vấn

It hasn't been decided yet. Người ta vẫn chưa

đưa ra quyết định.

The rent is rising. Tiền thuê (nhà) đang tăng giá.

Bước 2: Nghe từ vựng, sau đó nghe câu 068.mp3

Question

Answer

1. Mr. Kim, didn't he?

No, he is going to do it tomorrow.

2. reading the report?

No, two more pages are left.

3. Do you want

Whichever one I can reach you at.

4. You will for this evening, won't you?

I've already made one.

5. Didn't you

Yes, I went with a friend.

6. Can I, or do I have to?

Either is fine.

7. I wonder, don't you?

I think Jonathan has a good chance.

8. ?

It's open 24 hours a day.

9. ?

No, it wasn't very helpful.

10. You are, right?

Actually, I will attend.

* Nghe câu hỏi và câu trả lời, hoàn chỉnh các câu đã nghe, sau đó đánh dấu tick (✓) vào đáp án đúng.

1. Do you want to _____ or tomorrow?

(A) ☐

(A) _____ at the Blue Moon restaurant.

(B) ☐

(B) _____ ?

(C) ☐

(C) Yes, _____.

2.

Didn't you call the _____ ?

(A) ☐

(A) No, _____.

(B) ☐

(B) Yes, I am _____ at 3 p.m.

(C) ☐

(C) Yes, _____.

3.

_____ or is he still checking the terms?

(A) ☐

(A) Yes, _____.

(B) ☐

(B) I heard he _____.

(C) ☐

(C) He was talking about _____.

4.

Mr. White is _____ of the company, isn't he?

(A) ☐

(A) He _____.

(B) ☐

(B) Yes, _____.

(C) ☐

(C) No, _____.

5.

Will you _____ ?

(A) ☐

(A) Rents are _____.

(B) ☐

(B) We _____.

(C) ☐

(C) _____ anytime.

6. _____ with you?
 (A) It's been raining _____
 (B) _____
 (C) Oh, thanks. _____
7. _____ Saturday or Sunday?
 (A) _____ every weekend.
 (B) Yes, _____
 (C) _____
8. The board members _____, didn't they?
 (A) _____
 (B) Yes, _____
 (C) No, _____
9. Is the problem with _____?
 (A) I think it's _____
 (B) _____ here.
 (C) _____
10. You've chosen _____ for the position, haven't you?
 (A) I've _____
 (B) _____
 (C) I should _____ tomorrow.

※ Nghe và chọn câu trả lời đúng nhất.

- | | | | |
|-----|---|---|---|
| 1. | A | B | C |
| 2. | A | B | C |
| 3. | A | B | C |
| 4. | A | B | C |
| 5. | A | B | C |
| 6. | A | B | C |
| 7. | A | B | C |
| 8. | A | B | C |
| 9. | A | B | C |
| 10. | A | B | C |

* Nghe và lựa chọn đáp án đúng nhất.

1. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
2. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
3. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
4. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
5. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
6. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
7. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
8. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
9. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
10. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
11. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
12. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
13. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
14. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
15. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
16. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
17. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
18. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
19. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
20. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
21. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
22. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
23. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
24. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
25. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
26. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
27. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
28. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
29. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐
30. Mark your answer on your answer sheet.
(A) ☐ (B) ☐ (C) ☐

Ghi chú chỉnh sửa lựa chọn sai





BIG STEP TOEIC 2

Part 3

Unit 9. Bài đối thoại liên quan đến hội
họp / công việc / văn phòng

Unit 10. Bài đối thoại liên quan đến du
lịch / giải trí

Unit 11. Bài đối thoại liên quan đến mua
sắm / nhà hàng

Unit 12. Bài đối thoại liên quan đến ngân
hàng / bưu điện / giao thông

Part 3 Review Test

Bí quyết để đạt điểm cao

1. Phân tích câu hỏi trên giấy thi

Trong Part 3, trước hết bạn nghe một bài đối thoại, sau đó trả lời 3 câu hỏi cho mỗi bài. Phần này có tổng cộng 30 câu hỏi, đều được in sẵn trên giấy. Bạn nên đọc qua câu hỏi trước khi nghe để nắm bắt thông tin của bài dễ dàng hơn.

1. Câu hỏi What [chiếm 45 ~ 55% trong tổng số 30 câu hỏi]

1 **Hỏi chủ đề:** Thông tin về chủ đề thường xuất hiện ở phần đầu bài đối thoại.

What are the speakers talking about?

What is the topic of this conversation?

What are the speakers mainly discussing?

● Bài đối thoại mẫu

M : Have you heard Mr. Kim is leaving the company?

W : No way, where did you hear the news?

M : Everybody is talking about that.

W : Well, I think we should go ask him.

>> Tin ông Kim nghỉ việc được cho trong câu đầu của bài đối thoại là đáp án đúng.

2 **Hỏi nội dung cụ thể:** Hỏi về một vật hoặc sự việc cụ thể nào đó.

What does Mr. Gomez ask about?

What is the man unsure of?

What does the woman ask the man to do?

● Bài đối thoại mẫu

M : Rosa, did you send out the memo to the sales manager?

W : No, Katherine still hasn't passed me the manager's e-mail address.

M : Could you try to contact him directly? I'd like to get his response as soon as possible.

>> Người đàn ông đã đưa ra yêu cầu ở cuối bài đối thoại với câu trực Could you...?

talk about nơi về ~ topic (n) chủ đề mainly (adv) chủ yếu discuss (v) thảo luận leave (v) rời bỏ
go ask đi hỏi unsure (a) không chắc suggest (v) đề nghị send out (v) gửi pass (v) chuyển
contact (v) liên hệ get a response nhận câu trả lời

2. Câu hỏi Where [chiếm 5 ~ 18% trong tổng số 30 câu hỏi]

1 Hỏi về địa điểm diễn ra cuộc đối thoại/nơi làm việc: Đáp án có thể xuất hiện ở phần đầu hoặc rải rác trong cả bài đối thoại.

Where are the speakers?

Where are the speakers probably working?

Where does this conversation take place?

• Bài đối thoại mẫu

M : Hello, I have a package for Sophia Kim. Is this her office?

W : Yes, but she went out for lunch 30 minutes ago?

M : Should I come back in an hour then?

W : Oh, I can sign for it instead of her.

>> Các từ "bưu phẩm" hay "bữa ăn trưa" chỉ là bẫy. Cuộc đối thoại này diễn ra ở văn phòng.

2 Hỏi địa điểm cụ thể: Như nơi đến, hay vị trí của món đồ. Phải nghe thật kỹ mới nhận ra được các địa điểm này.

Where is the newspaper?

Where is Edmond?

Where did the supervisor travel on business?

• Bài đối thoại mẫu

M : I'm wondering if the workshop is still supposed to take place in the north wing next Thursday.

W : Actually, they've decided to change that. It will be held at the main building.

M : Then I should let my team members know the changed schedule.

W : I think you'd better do that.

>> Địa điểm cũ là north wing, địa điểm mới được thay đổi là main building.

take place (v) diễn ra package (n) kiện hàng go out (v) đi ra ngoài supervisor (n) giám sát viên
be held được tổ chức wonder (v) tự hỏi be supposed to do theo kế hoạch/theo ước định sẽ ~
wing (n) cánh (của tòa nhà) decide (v) quyết định main (a) chính schedule (n) lịch trình, kế hoạch

3. Câu hỏi Why/How [chiếm 15 ~ 20% trong tổng số 30 câu hỏi]

1 **Hỏi lý do và phương tiện:** Lý do và phương tiện đều được đề cập rõ trong bài đối thoại, không cần phải suy luận.

Why does the woman suggest contacting Craig?

Why are the speakers going to Florida?

How many tables did Mr. Kim book?

• Bài đối thoại mẫu

W : Excuse me, but could you tell me how I can get to Seoul Station?

M : There is a bus stop across the street. You'll see lots of buses there.

W : Actually, I am in a hurry. Is there any subway station around here?

M : Then, you can take line 2 and transfer to line 1. You will find it at the end of this street.

>> Lúc đầu, người đàn ông chỉ trạm xe buýt, nhưng sau đó người phụ nữ hỏi về tàu điện ngầm (subway) nên người đàn ông chỉ trạm tàu điện ngầm.

suggest (v) đề nghị contact (v) liên hệ book (v) đặt get to + nơi chốn đi đến nơi nào đó destination (n) điểm đến bus stop (n) trạm xe buýt in a hurry đang vội transfer (v) chuyển (xe)

4. Câu hỏi Who [chiếm 3 ~ 13% trong tổng số 30 câu hỏi]

1 **Hỏi về người nói:** Thường là về nghề nghiệp của người nói. Nghe kỹ tất cả các thông tin về nghề nghiệp, sau đó tập hợp lại để suy ra nghề nghiệp.

Who are the speakers?

Who is the woman?

Who is Mr. Park talking to?

• Bài đối thoại mẫu

M : Does the price include meals and excursions?

W : It covers hotel costs and the cruise tour, but not food.

M : I'll decide after discussing it with my wife then.

>> Thông qua các từ excursions / hotel costs / cruise tour, ta có thể suy ra người phụ nữ này là nhân viên công ty du lịch.

expect (v) trông chờ meal (n) bữa ăn excursion (n) chuyến tham quan cost (n) chi phí cruise (n) chuyến du ngoạn trên sông/biển

2. Đánh giá độ khó của câu hỏi bằng cách đọc qua các câu trả lời trên bài thi

Việc nghe bài đối thoại rồi trả lời tất cả các câu hỏi về bài đối thoại đó là tương đối khó. Do đó, các học viên có trình độ sơ cấp và trung cấp nên đọc qua tất cả các câu hỏi và các lựa chọn trước khi nghe, sau đó nên tập trung vào một hoặc hai câu hỏi cho mỗi lần nghe.

Câu hỏi về thời gian như:

- | | |
|---------------|---------------|
| (A) 5:00 p.m. | (B) 6:00 p.m. |
| (C) 7:00 p.m. | (D) 8:00 p.m. |

Với câu hỏi loại này, dĩ nhiên bạn sẽ dễ chọn ra được câu trả lời hơn câu hỏi dưới đây.

(A) She has already packed her boxes.

(B) She is still deciding where to go.

(C) She has planned the trip for more than 5 years.


(D) She is a bit worried about being away for so long.

Do đó, bạn cần tập trung trả lời các câu hỏi về chữ số, thời gian, tên người và địa điểm trước thì sẽ dễ dàng hơn.


Unit 9. Bài đối thoại liên quan đến hội họp / công việc / văn phòng

Bài học trong tầm

Bài đối thoại liên quan đến các chủ đề như thay đổi lịch làm việc, lên lịch cho một cuộc họp hay hội nghị, chuyên chuyên, thăng chức, di công tác, hạn nộp báo cáo, đặt hàng, sửa chữa thiết bị văn phòng, v.v.

Học các mẫu câu hỏi thường gặp  072.mp3

Where does this conversation most likely take place?
How did Mr. Parker get to work?
When is the meeting scheduled to begin?
What is she told to do?
When will the man be at the office?
What has Ms. Lindon done this week?
Why was the man planning to call his clients?
How will Ms. Wong meet the deadline?

Làm quen với đề tài thường gặp  073.mp3

1. What are the speakers discussing?

(A) A new position
(B) A job interview
(C) A support team
(D) A training program

2. Who is Larry Weston most likely?

(A) A university teacher
(B) An office assistant
(C) A product salesman
(D) A technical expert

3. What does the woman say about Larry Weston?

(A) She will show him a technology.
(B) She will assign him a task.
(C) She will work with him.
(D) She will ask him for help.

M : Michelle, how's it going? Hasn't it already been a month since you moved into Technical Support?

W : Yes, Nick, this is my fifth week. The work is very interesting here.

M : Good. You can ask Larry Weston if you need help. He's one of the best people we have.

W : Actually, I've been assigned to his team. I'm meeting him tomorrow.

Giải thích

1. Trong câu hỏi 1, nhờ cụm a month since you moved into, ta biết bài đối thoại nói về công việc mới (a new position).

2. Câu hỏi này đòi hỏi phải nghe kỹ tên người. He's one of the best people we have cũng chính là expert.

3. Nhờ cụm từ I've been assigned to his team của cô gái, ta chọn work with him.

move into (v) chuyển vào Technical Support. Bộ phận Hỗ trợ Kỹ thuật training (n) việc huấn luyện
actually (adv) thật ra be assigned được phân công role (n) vai trò technical expert chuyên gia kỹ
thiết product (n) sản phẩm

Bước 1: Tích lũy vốn từ vựng cơ bản (075.mp3)

production line (n) dây chuyền sản xuất

teleconference (n) hội nghị viên liên

get a promotion được thăng tiến

log into the computer đăng nhập vào máy tính

meet the deadline hoàn thành đúng hạn

heating bill hóa đơn hệ thống sưởi

take care of the paperwork coi sóc việc văn

phòng

make progress tiến bộ

supplier (n) nhà cung ứng

a little behind the schedule hơi trễ so với kế hoạch

marketing meeting buổi họp bàn về tiếp thị

reschedule the meeting sắp ngày khác cho

cuộc họp

inquire (v) hỏi

gardening personnel đội ngũ nhân viên làm

vườn

commute to work đi làm thường xuyên bằng xe

bụi, xe ô tô, tàu điện ngầm, v.v.

Bước 2: Nghe từ vựng, sau đó nghe câu (076.mp3)

receptionist position vị trí lễ tân

mallroom (n) phòng văn thư

expense account bản kê công tác phí

technical support hỗ trợ kỹ thuật

be assigned được phân công

support team nhóm hỗ trợ

expert (n) chuyên gia

be understaffed thiếu nhân viên

security office phòng bảo vệ

the boardroom phòng họp của ban giám đốc

adjust the schedule điều chỉnh kế hoạch

sales figures doanh số

outsourcing (v) lấy linh kiện/nhân lực từ bên ngoài

come up with nảy ra (sáng kiến)

advertise aggressively quảng cáo mạnh

1. I _____ in Doctor Johnson's office last week.

2. We have been _____ for almost one month.

3. She suggested _____.

4. _____ too much. We should come up with a new product.

5. We need to _____ for the project.

6. I have a question about my _____.

7. Let's step into the office and _____.

8. You should speak to someone in _____.

9. Have you had any problems using your computer this morning? _____.

10. It doesn't look your crew has _____ in the construction site.

1. Where does the man probably work?

- (A) At the post office
- (B) In the payroll department

2. What will the man probably do next?

- (A) Send the woman's paycheck again
- (B) Call the woman's new apartment

3. What are the speakers talking about?

- (A) A staffing shortage
- (B) Low wages

4. What can be inferred about the speakers?

- (A) They want to postpone the deadline.
- (B) They have to work late for a while.

5. Where is Mr. Wilson now?

- (A) In Seoul
- (B) In New York

6. When will the meeting most likely take place?

- (A) Wednesday
- (B) Friday

7. How many times has the woman redone the design?

- (A) 5 times
- (B) 6 times

8. Why is IPD Magazine significant to them?

- (A) It is the biggest account.
- (B) It is the important supplier.

9. What does the man want?

- (A) To buy new computers
- (B) To replace his cell phone

10. What does the man finally suggest?

- (A) To go on a vacation
- (B) To buy from a different company

■ Điền các cụm từ / câu dưới đây theo cách khác.

Luyện tập cụm từ

1. purchase

2. 30% off

3. bulletin board

4. take 2 days

5. get a group discount

Luyện tập câu

1. We are featuring a 30% off on all beachwear and accessories.

Holiday vacation items

2. Passengers may ask for help from the flight attendant.

Passengers

from

3. Our flying time will be 17 hours.

The plane will

4. If you need more details, contact us at 256-5432.

Customers

by making a phone call.

5. We are currently offering discounted airfare to Tokyo, Osaka and Kyoto.

The company

tour of Japan.

6. KE Tower is just a short walk from Seoul Station.

It is located

a train station.

7. Please make sure your computers are turned off.

The computers should

1. We are featuring a 30% off on all beachwear and accessories.
 ➤ Holiday vacation items are being discounted.
2. Passengers may ask for help from the flight attendant.
 ➤ Passengers can get assistance from the cabin crew.
3. Our flying time will be 17 hours.
 ➤ The plane will be landing in 17 hours.
4. If you need more details, contact us at 256-5432.
 ➤ Customers can get further information by making a phone call.
5. We are currently offering discounted airfare to Tokyo, Osaka and Kyoto.
 ➤ The company is specialized in tour of Japan.
6. KE Tower is just a short walk from Seoul Station.
 ➤ It is located near a train station.
7. Please make sure your computers are turned off.
 ➤ The computers should be unplugged.

• Báp an phàn luyên tập câu

1. purchase ➤ merchandise
2. 30% off ➤ 30% discount
3. bulletin board ➤ notice board
4. take 2 days ➤ in 2 days
5. get a group discount ➤ save by coming together

• Báp an phàn luyên tập cum từ

* Nghe kỹ bài đối thoại và trả lời câu hỏi.

1. What is being discussed?

(A) A shareholder conference

(B) A staff meeting

(C) A training program

(D) Money management

2. What did the man say about the

information he received?

(A) It raised many questions.

(B) It was practical.

(C) It was detailed.

(D) It was predictable.

3. What does the man want to do?

(A) Increase productivity

(B) Reduce costs

(C) Improve quality

(D) Start a new project

4. What are the speakers discussing?

(A) A repair work

(B) A floor arrangement

(C) A new building

(D) A special notice

5. What does the woman ask the man

about?

(A) The number of workers

(B) The weekend schedule

(C) The basement lighting

(D) The meeting time

8. Where is this conversation likely taking place?

(A) In the expensive restaurant

(B) In the rental vehicle

(C) In the office

(D) In the meeting room

9. What does the man finally decide to do?

(A) Order the necessary supplies

(B) Talk to the person that is holding on

his line

(C) Ask his co-worker to take a message

(D) Take the rest of the afternoon off

7. Why is the man asking about his phone?

(A) He wants to make a call, but is unable

to.

(B) He is trying unsuccessfully to answer

a call.

(C) It doesn't appear to be working

properly.

(D) He is inquiring about a part

replacement.

(D) Inform maintenance staff

(C) Close the facility

(B) Call the contractor

(A) Send a memo

do?

6. What does the man ask the woman to


Ghi chú chỉnh sửa lựa chọn sai




Unit 10. Bài đối thoại liên quan đến du lịch / giải trí

Bài học trong tầm

Các bài đối thoại về du lịch / giải trí cũng rất quan trọng trong Part 3. Đây là những cuộc đối thoại trên máy bay, ở sân bay về lịch trình, thông tin du lịch hay thông tin về chuyến bay; cũng có thể là về việc mua vé xem phim, lịch chiếu phim, v.v.

 Học các mẫu câu hỏi thường gặp 079.mp3

Who is visiting Tokyo?
 What are the speakers mainly discussing?
 Why is the man concerned about the play?
 What does she plan to do on Thursday?
 How many indirect flights are available a day?
 Where is the woman's final destination?
 Why are the speakers going to Madrid?
 When does Yoko's flight leave?
 What activity is Ann looking forward to?

 Làm quen với đề tài thường gặp 080.mp3

1. What was the original plan?
 (A) Going to a movie
 (B) Going to a dinner
 (C) Going to meet the woman's cousin
 (D) Going to the woman's house
 2. Why have the plans changed?
 (A) She is hungry.
 (B) She forgot about a meeting.
 (C) The woman's cousin is in town.
 (D) There are no seats at the movies.
 3. Who is the man going to see the movie with?
 (A) Mary
 (B) Robert
 (C) By himself
 (D) Mary's family

Phân tích bài đối thoại (081.mp3)

M: Hey, Mary, the premiere of Rocky Balboa is tonight! ● We're going like we planned, right?

W: Oh, no! I forgot. I'm sorry. I can't make it to the movies tonight. ● I have to go to town to see my cousin Robert. He came to see the family. And we're planning to go to dinner at Golden Corral. It's a new restaurant near my house. Why don't you come with us?

M: It sounds great and I'd love to meet your cousin, but you know I am too big a fan of Rocky to miss this. I'd be ashamed of myself if I don't go see it the first day it's out.

W: I'm so sorry. But isn't everyone busy today? ● Looks like you're going to see the movie alone.

Giải thích

- Nhờ câu ~ the premiere of Rocky Balboa is tonight! We're going like we planned, right?, ta biết rằng chàng trai dự định đi xem phim.
- Nhờ câu I have to go to town to see my cousin Robert, ta biết rằng cô gái đối ý vì bận đi gặp người anh họ Robert.
- Nhờ câu Looks like you're going to see the movie alone, ta biết rằng chàng trai sẽ đi xem phim một mình.

Vocab

premiere (n) buổi chiếu phim ra mắt, buổi chiếu phim đầu tiên plan (v) dự định cousin (n) anh em họ can't make it không thể thực hiện được điều đó miss (v) bỏ lỡ

Bước 1: Tích lũy vốn từ vựng cơ bản

082.mp3

get the catalogue nhận ca-ta-lô

a piano recital buổi trình diễn piano

look forward to ~ing trông mong làm ~

fascinating (a) hấp dẫn

estimated time of arrival giờ đến dự kiến

heating bill (n) hóa đơn hệ thống sưởi

reserve a flight đặt vé máy bay

get to the place tới nơi

reception (n) quầy tiếp tân

direct flight (n) chuyến bay thẳng

take a maternity leave nghỉ hờ sản

have a short break nghỉ giải lao (ngắn)

connecting flight chuyến bay quá cảnh

The flight has been delayed. Chuyến bay đã bị hoãn.

visit the folk museum thăm bảo tàng văn hóa dân gian

have lots time off có nhiều thời gian nghỉ

have a good relaxation nghỉ ngơi thoải mái

janitor (n) người gác cổng

round-trip ticket vé khứ hồi

music performance buổi biểu diễn ca nhạc

go away on vacation đi nghỉ mát ở xa

fly first class đi (máy bay) về hạng nhất

take the car to the repair shop mang xe đi sửa

departure time giờ khởi hành

bicycle riding việc đi xe đạp

take time off nghỉ (phép)

a discounted package gói giảm giá

1. I'm calling to see if you're still interested in _____ to South Korea.

2. Can I call you back _____?

3. They have _____ and it starts at _____.

4. You are _____? So are you going anywhere?

5. I'm really looking forward to _____.

6. I _____ Victoria City. It's a fascinating city.

7. I just checked _____, and it looks like _____ by two hours.

8. We won't be able to get to Toronto by 6 o'clock _____.

9. I need to _____.

10. I have a question about my _____.

1. Why are the speakers going to the city center?

- (A) To attend a show
(B) To have dinner

2. How will the speakers get to the city center?

- (A) By bus
(B) By ferry

3. Who is Mr. Park talking to?

- (A) A magazine salesman
(B) His boss

4. Why does Jean call Mr. Park?

- (A) To inform him of the subscription
(B) To inform him of the method of payment

5. When will the woman visit the dinosaur exhibit?

- (A) Saturday
(B) Wednesday

6. What did the man say about the exhibit?

- (A) The kids loved it.
(B) He went there three times.

7. How long is the man going to stay in Edinburgh?

- (A) Four days
(B) Five days

8. What does the woman ask the man to do?

- (A) Pay with a credit card
(B) Sign his name

9. When is the woman available?

- (A) At 4 o'clock
(B) At 4:10

10. What does the man say?

- (A) The meeting won't take very long.
(B) He has time at 4:40.

Nâng cao khả năng cơ bản Luyện tập paraphrasing

■ Điền đặt các cụm từ / câu dưới đây theo cách khác.

● Luyện tập cụm từ / câu

1. round trip ➤

2. go to a concert ➤

3. flight information ➤

4. The show is sold out. ➤

5. The plane doesn't leave until nearly noon. ➤

● Luyện tập câu

1. I'd like to reschedule my dental appointment anytime next week.

➤ The speaker wants to _____ for the appointment.

2. I can help you buy a ticket for a lower price to Japan.

➤ She gives information about how to _____.

3. Mr. Smith will pick us up at 6 p.m. for dinner after the meeting.

➤ Mr. Smith will _____.

4. May I ask you to save this seat for me?

➤ The woman is asking the man to _____.

5. I wish I could, but I am taking a trip to New York.

➤ She has to _____.

6. I should fill in for Emily for a few days.

➤ The speaker will _____.

7. I think I should get rid of the old bookshelf in my house.

➤ She is planning _____.

1. I'd like to reschedule my dental appointment anytime next week.
➤ The speaker wants to change the time and date for the appointment.
2. I can help you buy a ticket for a lower price to Japan.
➤ She gives information about how to get a discounted ticket.
3. Mr. Smith will pick us up at 6 p.m. for dinner after the meeting.
➤ Mr. Smith will take us to the restaurant.
4. May I ask you to save this seat for me?
➤ The woman is asking the man to keep her seat.
5. I wish I could, but I am taking a trip to New York.
➤ She has to go somewhere out of town.
6. I should fill in for Emily for a few days.
➤ The speaker will handle Emily's job.
7. I think I should get rid of the old bookshelf in my house.
➤ She is planning to remove the furniture.

Đáp án phần Luyện tập câu

1. round trip ➤ return trip
2. go to a concert ➤ enjoy the performance
3. flight information ➤ plane schedule
4. The show is sold out. ➤ The play tickets are not available.
5. The plane doesn't leave until nearly noon.
➤ The flight departs around 12 o'clock.

Đáp án phần Luyện tập câu từ / câu

* Nghe kỹ bài đối thoại và trả lời câu hỏi.

1. Where did Sally go?

- (A) Alaska
- (B) June's house
- (C) A birthday party
- (D) Khalil's house

2. What did Sally NOT do on her vacation?

- (A) Fishing
- (B) Hiking
- (C) Going downtown
- (D) Skiing

3. What can be assumed about Sally's vacation?

- (A) She went there during the winter.
- (B) She went there during the summer.
- (C) She stayed at her friend's house.
- (D) She spent her birthday there.

4. Who are the speakers?

- (A) Coworkers
- (B) Best friends
- (C) Sisters
- (D) A businessman and a client

5. What is happening to Tyler?

- (A) He is leaving to another company.
- (B) He is presiding a meeting.
- (C) He is going to Australia.
- (D) He is going to have a party at his house.

6. What does Julie say she will do?

- (A) Come back to the office by Friday
- (B) Go to a restaurant on Wednesday
- (C) Go to Michigan on Friday
- (D) Stop by Tyler's office

7. How many people are expected to attend the reception?

- (A) 19
- (B) 30
- (C) 35
- (D) 40

8. What does the woman say about the reception?

- (A) There isn't enough room for 30 people.
- (B) More people are coming than she thought.
- (C) Fewer people are coming than she thought.
- (D) She is looking forward to it.

9. What can be assumed about last year's reception?

- (A) The reception wasn't as big as this year's.
- (B) They had a lot of people last year.
- (C) The reception last year was bigger.
- (D) The reception last year lasted longer.


Ghi chú chỉnh sửa lựa chọn sai



Unit 11. Bài đối thoại liên quan đến mua sắm / nhà hàng

bài học trong tầm

Bài đối thoại loại này thường diễn ra giữa nhân viên với khách hàng ở những nơi mua sắm, có thể nhân viên cung cấp thông tin về sản phẩm cho khách hàng hay xử lý các tình huống như đổi lại hàng hay lời than phiền từ khách hàng. Những bài đối thoại về nhà hàng thì tập trung vào các tình huống như gọi món ăn, đặt bàn, nhận xét về thức ăn, v.v.

 Học các mẫu câu hỏi thường gặp 086.mp3

What is the problem with the clothes?

When did the man buy the pants?

Where most likely are the speakers?


Why is the woman concerned about furniture?

What kind of business most likely is Hanover's?

Where does the woman work?

What does the man say about the dining area?

What does the customer ask the man to do?

 Làm quen với đề tài thường gặp 087.mp3

1. Who is Kevin?

(A) Wendy's friend

(B) Wendy's brother

(C) Wendy's boss

(D) Sejoon's girlfriend

2. What does Kevin say about Sejoon?

(A) He gets cranky often.

(B) His birthday is on Christmas.

(C) He has children.

(D) He is a nice person.

3. When will Kevin probably go shopping?

(A) Friday

(B) Anytime this week

(C) Anytime next week

(D) Never

near gần go shopping đi mua sắm cranky (a) nổi giận rest (n) phần còn lại

Vocab

1. Thông qua cách nói chuyện và nội dung trao đổi, ta thấy Kevin và Wendy có mối quan hệ rất thân thiết với nhau nên họ có thể là bạn của nhau.
2. Nhờ câu Sejoon's birthday is on Christmas, ta chọn B.
3. Nhờ câu I am good to go anytime next week, ta suy ra Kevin sẽ đi mua sắm vào tuần tới.

Giải thích

W: Hey, Kevin, Christmas is near. Are you done with your Christmas shopping?
 M: No Wendy, not yet. I haven't found time to go shopping because of all the work. I need to go shopping soon though. ● Because Sejoon's birthday is on Christmas and he'd get cranky if I don't get him a Christmas and a birthday present.
 W: Oh, that's right. His birthday is on Christmas. Would you like to go shopping with me on Friday?
 M: Sorry, I'm pretty busy the rest of this week. ● How about next week? I'm good to go anytime next week.

Phân tích bài đối thoại 088.mp3



Bước 1: Tích lũy vốn từ vựng cơ bản

089.mp3

recommend (v) đề nghị

get the gift wrapped nhờ gói món quà

produce section (n) gian hàng nông phẩm

sporting goods section (n) gian hàng thể thao

offering items 30% off giảm giá 30%

exchange the shirt for a smaller size đổi áo sơ mi

lấy cỡ nhỏ hơn

house goods đồ gia dụng

window-shopping (n) xem hàng (chứ không mua)

seafood restaurant nhà hàng hải sản

order a salad with French dressing gọi một phần

rau trộn dầu giấm và gia vị

bring the check mang hóa đơn tới

a wall mounted bookcase giá sách dựa vào tường

have wider selections to choose from có nhiều

lựa chọn hơn

original receipt biên lai gốc

be busy with patrons bận tiếp khách hàng quen

light meal bữa ăn nhẹ

aisle (n) lối đi

clothing section (n) gian hàng quần áo

have the models on display có trưng bày hàng

mẫu

a proof of purchase bằng chứng mua hàng

dining area (n) gian hàng ăn uống

retail store (n) cửa hàng bán lẻ

sales clerk (n) nhân viên bán hàng

pay the cashier trả tiền cho thu ngân

take the smaller one lấy cái nhỏ hơn

browse in the store xem qua cửa hàng

catalogue (n) ca-lô

purchase (v) (n) mua, vật mua

order another cup of coffee kêu thêm 1 tách

cà phê

it seems to be too big. Trong nó to quá.

1. What would you recommend ?

2. Do you have any questions ?

3. Would you like these ?

4. Are you ready to order or do you need ?

5. Can you tell me ?

6. Could you please while I think about it?

7. That would be the last aisle

8. We don't have

9. It's the best Italian food in the city.

10. I thought that ABC was

1. What is the conversation about?

(A) A new restaurant

(B) Office work

2. What did the man do last night?

(A) He went to the new restaurant.

(B) He reserved tables at the restaurant.

3. Where is this conversation taking place?

(A) The doctor's office

(B) A leather bag store

4. Why is the bag so cheap?

(A) It is on a big sale.

(B) There is a scratch on the bag.

5. Where most likely is this conversation held?

(A) In a movie theater ticket booth

(B) In a convenience store

6. What are the benefits of paying in cash?

(A) You can get a discount next time you come in.

(B) You can get a coupon.

7. What is wrong with the computer?

(A) The fan has a problem.

(B) It is making strange noises.

8. Under what circumstances can they fix the computer for free?

(A) If the warranty is expired

(B) If it wasn't abused

9. Why has the woman called the store?

(A) To order some products

(B) To check a delivery date

10. What does the man say about the delivery date?

(A) It will be delivered on April 2.

(B) It is scheduled for April 4.

Nâng cao khả năng cơ bản | Luyện tập paraphrasing

■ Điền các cụm từ / câu dưới đây theo cách khác.

➤ Luyện tập cụm từ / câu

1. warranty service ➤

2. light dish ➤

3. get one free ➤

4. sell in bulk ➤

5. The camcorder broke down. ➤

➤ Luyện tập câu

1. Do you have the original receipt? ➤

➤ The customer needs to show

2. Do you want to try lunch at the new restaurant near the ice cream shop? ➤

➤ They are talking about

3. What time does your store close tonight? ➤

➤ The speaker is asking about

4. I need a few more minutes to decide if you don't mind. ➤

➤ The customer order food.

5. You will have wider selection to choose from the booklet. ➤

➤ She can choose items

6. What kind of bookshelf are you looking for? ➤

➤ She is

7. It's regularly sold for more than \$90. ➤

➤ It used to be sold \$100.

1. Do you have the original receipt?
➤ The customer needs to show a proof of purchase.
2. Do you want to try lunch at the new restaurant near the ice cream shop?
➤ They are talking about where to eat.
3. What time does your store close tonight?
➤ The speaker is asking about the business hours.
4. I need a few more minutes to decide if you don't mind.
➤ The customer is not ready to order food.
5. You will have wider selection to choose from the booklet.
➤ She can choose items in the catalogue.
6. What kind of bookshelf are you looking for?
➤ She is in the furniture store.
7. It's regularly sold for more than \$90.
➤ It used to be sold at less than \$100.

• Đáp án phần luyện tập câu

1. warranty service ➤ after-sales service
2. light dish ➤ snack
3. get one free ➤ offer free stuff
4. sell in bulk ➤ wholesale
5. The camcorder broke down. ➤ It's out of order.

• Đáp án phần luyện tập cụm từ / câu

* Nghe kỹ bài đối thoại và trả lời câu hỏi.

1. Where is this conversation taking place?
- (A) In a restaurant
(B) In a shoe store
(C) At a birthday party
(D) At a friend's house
6. What will the caterer do?
- (A) Make as much food as he can
(B) Make more food for the same price
(C) Make food free of charge
(D) Take his time

2. What is the man's problem?
- (A) The shoes have a loose bottom.
(B) The shoes are not what he was looking for.
(C) His friend got him wrong shoes.
(D) He doesn't know how to cook.
3. What must you have to get an exchange?
- (A) Proof of purchase
(B) The item you have bought
(C) The bag in which the item was in
(D) Identification
8. What does the girl ask the man to do?
- (A) Call her if he finds the book
(B) Pay for her book
(C) Find her book
(D) Check her out a book
7. Where is this conversation taking place?
- (A) In a restaurant
(B) In a library
(C) In a classroom
(D) In an office

4. What is about to take place?
- (A) A concert
(B) A big company meeting
(C) An announcement of a new caterer
(D) An opening of a new restaurant
9. Why does the girl need her book?
- (A) She needs to study.
(B) She needs it for a project.
(C) She needs to return it.
(D) She has to pay for it.

5. Why will the dinner and presentation be switched?
- (A) Not enough food is prepared.
(B) The caterer misunderstood the schedule.
(C) The presentation isn't ready.
(D) Not enough people showed up.


Ghi chú chỉnh sửa lựa chọn sai




Unit 12. Bài đối thoại liên quan đến ngân hàng / bưu điện / giao thông

Bài học trong tầm

Bài đối thoại dạng này thường liên quan đến thông tin về tài khoản, hình thức chuyển bưu phẩm, thông tin về người nhận bưu phẩm, hỏi đường, v.v. trong đó thông tin về nghề nghiệp của người nói và địa điểm diễn ra cuộc đối thoại được hỏi nhiều nhất.

 Học các mẫu câu hỏi thường gặp 093.mp3

Who is the man speaking to?
 Why does the woman want insurance?
 What does the man ask about the traveler's check?
 What will the woman do with her pension?
 Where are the speakers?
 What will they deliver over by the red building?
 Why does the man recommend a different location?
 What does the man need to do to get a loan?

 Làm quen với đề tài thường gặp 094.mp3

1. Who most likely is the man?
 (A) An engine driver
 (B) A mailman
 (C) An internet web designer
 (D) A postal worker
2. What method of shipping did the man recommend?
 (A) Train mail
 (B) Airmail
 (C) Surface mail
 (D) E-mail
3. When will the package probably arrive?
 (A) Thursday
 (B) Friday
 (C) Sunday
 (D) Next week

Vocab

engine driver (n) nhân viên điều khiển xe lửa; máy trưởng package (n) gói hàng surface mail (n) thư vận chuyển bằng đường thủy hoặc đường bộ airmail (n) thư vận chuyển bằng đường không for sure chắc chắn be concerned about quan tâm đến check (v) kiểm tra process (n) quá trình

1. Qua câu trả lời với cô gái you can choose between surface mail and airmail, ta biết rằng người dân ông này là một nhân viên bưu điện.
2. Nhờ câu The airmail is faster, ta biết người dân ông khuyến cáo gái nên chọn airmail.
3. Nhờ câu I'll make it by Thursday, ta suy ra bưu kiện sẽ tới nơi vào thứ năm.

Giải thích

W : I want to send this package to Tokyo. It's my first time in a post office. What do I have to do?
 M : Well, you can choose between surface mail and airmail. The train mail is not running due to an accident. Are you concerned about the price of shipping?
 W : Actually, which one is faster? I need it to be there by Friday for sure.
 M : The airmail is faster, of course. And don't worry. I'll make it by Thursday. You can check the process of shipping on the Internet also.

Phân tích bài đối thoại 095.mp3



■ Điền các cụm từ / câu dưới đây theo cách khác.

● Luyện tập cụm từ

1. send some money ➤
2. package ➤
3. deliver the package ➤
4. ask the directions ➤
5. by express mail ➤

● Luyện tập câu

1. I get a lot of delivery men coming here with food.

➤ I have _____ to my house many times.

2. I'll be there shortly.

➤ I will drop by that place _____.

3. I heard that there is heavy traffic due to the rain.

➤ It takes a lot of time to get to that place _____.

4. Did you hear on the news that the subway fare is going to be hiked?

➤ He is talking about the _____.

5. We haven't been happy with our current shipping company.

➤ He _____ the delivery company.

6. I have an appointment on Wednesday to talk about a small business loan.

➤ The speaker _____.

7. I have all the documents you mentioned except one.

➤ The man still needs to submit _____.

• Bắp an phần luyện tập cụm từ

1. send some money ➤ transfer money

2. package ➤ parcel

3. deliver the package ➤ ship the items

4. ask the directions ➤ ask how to get to the place

5. by express mail ➤ by overnight mail

• Bắp an phần luyện tập câu

1. I get a lot of delivery men coming here with food.
➤ I have food delivered to my house many times.

2. I'll be there shortly.

➤ I will drop by that place in a minute.

3. I heard that there is heavy traffic due to the rain.

➤ It takes a lot of time to get to that place because of the bad weather.

4. Did you hear on the news that the subway fare is going to be hiked?

➤ He is talking about the rising public transportation fare.

5. We haven't been happy with our current shipping company.

➤ He's not been satisfied with the delivery company.

6. I have an appointment on Wednesday to talk about a small business loan.

➤ The speaker needs money for his business.

7. I have all the documents you mentioned except one.

➤ The man still needs to submit one more document.

* Nghe kỹ bài đối thoại và trả lời câu hỏi.

1. Where is the man working at?

- (A) A telephone company
- (B) A shipping company
- (C) A heating gas company
- (D) A bank

2. What does the man say about the

woman's bill?

- (A) The price has increased.
- (B) The account number has been changed.
- (C) The company made a mistake.
- (D) The woman might have used a lot of gas.

6. What is said about the Johnsons?

- (A) They order food often.
- (B) They love pizza.
- (C) They have a lot of money.
- (D) They have a large family.

7. What is this conversation about?

- (A) Mr. Coleman's package
- (B) Wrong address for packages
- (C) Cathy's credit card limit
- (D) Packages in the security office

8. Who is NOT receiving a package?

- (A) Mr. Meyers
- (B) Cathy
- (C) Mr. Johnson
- (D) Mr. Lee

9. What does Cathy say she will do?

- (A) Pick up the packages herself
- (B) Give all the packages to Mr. Lee
- (C) Thank Mr. Meyers
- (D) Talk to Mr. Lee

4. Where does this conversation most

likely take place?

- (A) In front of a person's house
- (B) Inside a person's living room
- (C) In a restaurant
- (D) In a car

5. What is the problem?

- (A) Two houses share the same address.
- (B) The man brought a wrong order.
- (C) The man was late.
- (D) The man has no change.

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Làm quen với cảm giác thi thật

099.mp3

Nâng cao khả năng cơ bản Luyện tập paraphrasing

Ghi chú chỉnh sửa lựa chọn sai



* Nghe và chọn đáp án đúng nhất.

1. What did the woman do recently?

- (A) Present a statement
- (B) Make a career change
- (C) Design a program
- (D) Develop a strategy

2. What will happen in a month?

- (A) A new team will be formed.
- (B) A policy will be announced.
- (C) A machine will be installed.
- (D) An assignment will be completed.

3. What field do the speakers work in?

- (A) Computers
- (B) Accounting
- (C) Security
- (D) Education

4. What are the speakers mainly discussing?

- (A) The location of an office
- (B) The expenses for renting a truck
- (C) The company's billing program
- (D) A delay in shipment

5. What will happen at 5:00?

- (A) Delivery will be made.
- (B) The driver will call for directions.
- (C) A discount offer will expire.
- (D) An order will be finalized.

6. Who is waiting for the items?

- (A) Manufacturers
- (B) Investors
- (C) Customers
- (D) Suppliers

7. Why is the man calling?

- (A) To ask for instructions
- (B) To offer an apology
- (C) To respond to a complaint
- (D) To market a new product

8. What problem does the woman mention?

- (A) A program is not working.
- (B) A form is not available.
- (C) A technician made an error.
- (D) A machine isn't working.

9. What does the man say he will do?

- (A) Send a replacement
- (B) Forward her message
- (C) Consult his coworkers
- (D) Come over himself

10. What are the speakers discussing?

- (A) A project deadline
- (B) An important report
- (C) A new schedule
- (D) Today's weather

11. What will happen in the afternoon?

- (A) More news will be available.
- (B) Rain will stop.
- (C) The man will put away his umbrella.
- (D) A plan for the evening will be made.

12. What does the woman suggest the man do?

- (A) Carry a jacket
- (B) Call the airport
- (C) Cancel a ticket
- (D) Turn on the lights

13. What are the speakers mainly discussing?

- (A) A resignation
- (B) A tour schedule
- (C) A staff member's absence
- (D) A new hiring policy

14. What is the man concerned about?

- (A) Covering a work load
- (B) Meeting a deadline
- (C) Filing a report
- (D) Correcting a mistake

15. What will happen after 2 weeks?

- (A) Alexander and Yumiko will get married.
- (B) Martha will return.
- (C) A profit statement will be released.
- (D) A holiday will begin.

16. What are the speakers mainly discussing?

- (A) What to do after lunch
- (B) How to travel in Asia
- (C) Which work schedule to follow
- (D) Where to go for a meal

17. What concern does the woman have?

- (A) Price
- (B) Quality
- (C) Time
- (D) Amount

18. What benefit of Ayudho does the man mention?

- (A) It's larger.
- (B) It's cheaper.
- (C) It's closer.
- (D) It's newer.

19. What is the man calling about?

- (A) A delivery schedule
- (B) A presentation
- (C) A staff meeting
- (D) A delayed investment

20. What does the woman tell the man?

- (A) She's busy right now.
- (B) She'll study the options.
- (C) She already shipped the items.
- (D) She will return his call.

21. When will the man and the woman meet?

- (A) Tuesday
- (B) Wednesday
- (C) Thursday
- (D) Friday

22. Who most likely are the speakers?

- (A) Experts on a food show
- (B) Participants at a cooking contest
- (C) Customers at a restaurant
- (D) Coworkers at a party

23. What is said about the vegetable pie?

- (A) Francois used a friend's recipe.
- (B) Lauren helped make it.
- (C) It will be served with salad.
- (D) Mini will bring it soon.

24. What will the man probably do next?

- (A) Arrange the table
- (B) Check on the dessert
- (C) Invite guests to eat
- (D) Call her grandmother

25. What does the woman want to do?

- (A) Go to St. Louis
- (B) Make a call
- (C) Pick up an item
- (D) Mail a package

26. What does the man ask for?

- (A) An address
- (B) A receipt
- (C) A stamp
- (D) A form

27. What will probably happen next?

- (A) The woman will make a payment.
- (B) The man will write down details.
- (C) A complaint will be filed.
- (D) A delivery will be confirmed.

28. What is the man calling about?

- (A) A room location
- (B) A ticket cancellation
- (C) A compensation claim
- (D) A flight reservation

29. What does the woman tell the man?

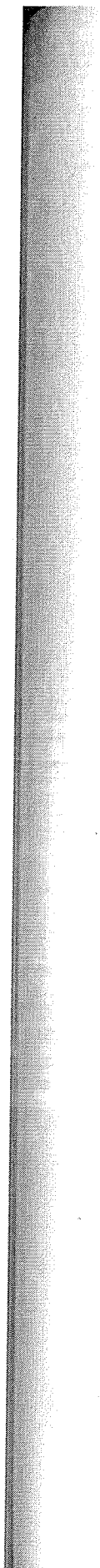
- (A) He should leave a message.
- (B) A flight will arrive soon.
- (C) Information is not currently available.
- (D) She will forward his call.

30. What does the man suggest the woman do?

- (A) Return a call
- (B) Send him a form
- (C) Repeat a number
- (D) Speak to a supervisor

Ghi chú chỉnh sửa lựa chọn sai





BIG STEP TOEIC 2

Part 4

- Unit 13. Thông báo / Hướng dẫn / Quảng cáo
- Unit 14. Tin tức / Phát thanh / Du lịch
- Unit 15. Tin nhân ghi âm / Giới thiệu người
- Part 4 Review Test

Bí quyết để đạt điểm cao

1. Phân tích câu hỏi trên giấy thi

Part 4 tập trung vào các bài nói dài. Cũng giống như Part 3, trong Part 4 bạn nên đọc qua câu hỏi trước khi nghe. Trong số các câu hỏi bắt đầu bằng Wh- thì câu hỏi What là phổ biến nhất, các câu hỏi How, When, Where, Why có tỉ lệ ngang nhau. Có 2 loại câu hỏi trong phần này: câu hỏi tổng quát (cần hiểu cả bài) và câu hỏi chi tiết (cần hiểu từng chi tiết).

1 Câu hỏi tổng quát (cần hiểu cả bài)

Là câu hỏi về người nói/ địa điểm/ mục đích/ chủ đề của bài nói. Với dạng câu hỏi này, bạn cần hiểu cả bài mới có thể suy luận ra đáp án.

Why is this announcement being made?

Who most likely is the speaker?

What is the broadcast about?

What service is being advertised?

What is the purpose of this announcement?

Where is the announcement being made?

What is the broadcast about?

(A) A car sale (B) Traffic news

For the updates at this moment, there are major delays on Route 12 North between Chong-no street and Nam-san exits. One lane of the road is closed for repaving. The highway leading to Chong-no is also slow. Motorists are advised to use Route 14 instead.

>> Nhờ các cụm từ như major delays / Route 12 / Chong-no street / the road / repaving / Motorists are advised to use Route 14 instead, ta suy ra bài nói này tập trung vào chủ đề giao thông (đáp án B).

broadcast (n) buổi phát thanh/phát hình sale (n) việc bán hàng traffic (n) giao thông update (n) tin cấp nhất major (a) lớn, kéo dài delay (n) sự trì trệ route (n) lộ trình, tuyến đường exit (n) lối ra, đường ra lane (n) làn đường repaving việc trải (nhựa) lại đường leading to dẫn tới motorist (n) người lái xe hơi instead để thay thế

2 Câu hỏi chi tiết (cần hiểu từng chi tiết)

Là câu hỏi tập trung vào từng chi tiết nhỏ, có thể là thông tin về đối tượng mà bài nói hướng tới (người nghe), cũng có thể về thời gian cụ thể. Câu hỏi này đòi hỏi bạn phải nghe kỹ từng chi tiết.

What does the speaker advise the listener to do?

What does Tom ask his assistant to do?

When will the event begin?

What is free for visitors taking the trip?

How can a listener get more information?

What date was the work originally scheduled to be completed?

What advantage to this service is mentioned by the speaker?

What does the speaker advise the listener to do?

- (A) Call back later (B) Visit the photo studio

Hello, you've reached 544-3528. The desk of Sophia Kim at All Your Photo Studio. Our store is now closed. Please feel free to leave a message after you hear the tone or call back during our normal business hours, Monday through Saturday 9 a.m. to 5 p.m.

>> Please là dấu hiệu của lời khuyên, sau đó là chỉ tiết leave a message...or call back. Do đó, lựa chọn A là đáp án đúng.

advise (v) khuyên reach (v) gọi đến feel free to do xin cứ tự nhiên ~ leave (v) để lại tone (n) âm điệu (điện thoại) call (v) gọi normal (a) bình thường business hours giờ hành chính

2. Phân tích đáp án

Câu hỏi của Part 4 thường có hai loại đáp án: loại thứ nhất trực tiếp thể hiện các chi tiết được nói đến trong bài, loại thứ hai đề cập đến các nội dung trong bài nhưng được diễn đạt bằng các từ ngữ khác (paraphrasing). Bạn cần luyện tập cả hai loại đáp án này.

1. Loại đáp án có nội dung trực tiếp

Loại này tương đối đơn giản. Chỉ cần đọc trước câu hỏi và nghe cẩn thận là bạn có thể trả lời được.

When will the event end?

- (A) January 5th (B) February 5th

A Korean traditional wedding exhibition at KOEX will run from January 28 to February 5. There will be a number of events, including furniture and interior designing lectures. There will also be performances of Korean folk music.

>> Nhờ cụm từ from January 28 to February 5 trong bài, bạn dễ dàng nhận thấy lựa chọn B là đáp án đúng cho câu hỏi về ngày kết thúc cuộc triển lãm.

Vocabulary
 traditional (a) truyền thống wedding (n) đám cưới exhibition (n) triển lãm a number of một số
 event (n) sự kiện furniture (n) đồ gỗ lecture (n) bài giảng folk music (n) âm nhạc dân gian

2 Loại đáp án paraphrasing

Loại này tương đối phức tạp hơn. Do đó, bạn nên đọc và hiểu câu hỏi trước, sau đó tìm trong bài nghe những ý tương tự rồi trả lời câu hỏi. Bạn sẽ không tìm thấy trong bài nghe những từ ngữ mà bạn đã gặp trong câu hỏi và đáp án.

Why is the announcement being made?

- (A) To announce a cancellation (B) To ask the passengers to board the plane

May I have your attention, please? Flight 812 for Seattle, scheduled to depart 30 minutes ago, is now ready for taking off. First class passengers and passengers who are requiring special assistance may now proceed to the boarding area at Gate 3. Other passengers will be able to board in 15 minutes as well. We apologize for the delay once again, and thank you for your cooperation.

>> Câu hỏi hỏi về lý do thông báo. Trong bài nói, lý do không được đề cập rõ ràng, nhưng nhờ cụm từ is now ready for taking off ta hiểu rằng thông báo này nhằm yêu cầu hành khách lên máy bay. Đáp án đúng: (B)

announcement (n) thông báo cancellation (n) việc hủy bỏ passenger (n) hành khách board (v) lên (tàu, máy bay) be scheduled to do theo lịch thì – depart (v) khởi hành require (v) yêu cầu assistance (n) sự trợ giúp proceed to đi đến – boarding area khu vực chuẩn bị lên tàu/xe lửa/máy bay apologize (v) xin lỗi cooperation (n) sự hợp tác

Unit 13. Thông báo / Hướng dẫn / Quảng cáo

Bài học trong tầm

Nhóm chủ đề này luôn xuất hiện trong Part 4. Dù phải trả lời liên tục nhiều câu hỏi nhưng nếu bạn học cách nhận ra câu hỏi theo từng chủ đề, bạn có thể trả lời khá dễ dàng.

1. Thông báo

101.mp3

Phần này thường tập trung vào các thông báo như hoàn chuyển bay, hoặc là về thời gian đóng cửa nhưng nơi công cộng như sân bay, thư viện. Đây cũng có thể là thông báo về cách thức làm việc, về thay đổi quy định ở công ty. Đối tượng mà thông báo hướng tới cũng được hỏi trong phần này. Hãy xem một đoạn thông báo thường gặp dưới đây:

Thank you all for coming to this meeting at such a short notice. ❶ I am happy to announce that Piczell Co. has just given us our next assignment, which is a bigger contract than anything we have attempted till now. ❷ Please give me your initial estimates of the time and staff required for the job, at the latest by tomorrow evening. ❸ We will meet on Wednesday at 10.00 a.m. to finalize dates and recruitment details, before I meet our clients again. Oh, one more thing. Please join me for a lunch soon after this meeting to celebrate our success.

❶ Hỏi về chủ đề của cả bài

Q: What is the topic of the talk?

A: To announce a new contract

❷ Dạng đáp án có nội dung trực tiếp

❸ Hỏi về công việc người nghe cần phải làm

Q: What are the listeners asked to do by tomorrow evening?

A: Submit a report with draft estimate

❹ Dạng đáp án paraphrasing

❺ Hỏi về kế hoạch sắp tới

Q: What will happen on Wednesday?

A: An important meeting will take place.

❻ Dạng đáp án paraphrasing

❼ Các mẫu câu hỏi thường gặp

- What is the announcement mainly about?
- What is the topic of the talk?
- What does the speaker advise people to do?
- What are the listeners invited to do?
- What is scheduled to happen next?

short notice (n) thời hạn gấp assignment (n) nhiệm vụ attempt (v) nỗ lực initial estimate ước tính ban đầu at the latest về nhất finalize (v) "gửi" lại recruitment (n) việc tuyển dụng details các chi tiết join (v) tham gia cùng celebrate (v) ăn mừng

2. Quảng cáo

Các mẫu quảng cáo có nội dung rất đa dạng, có thể là về dịch vụ, khoa học, giới thiệu sản phẩm mới, giảm giá, v.v. Câu hỏi có thể xoay vào nội dung được quảng cáo, đối tượng hay mục đích của bài quảng cáo.

Attention, shoppers. While you are stocking up on food for your next barbecue, **●** why not stop by the cosmetics department and pick up some No-Burn Sun Block? Today it is only seven ninety-nine for a jumbo 14 ounce tube. No-Burn Sun Block has a sun-protection factor up to forty and is oil **●** and dye-free so it won't irritate your skin. We have several varieties including waterproof, sweat-proof, and baby-gentle. **●** So, stop by the cosmetics department and protect your skin from the summer sun. Thank you for shopping and have a great day!

● Hỏi về nội dung quảng cáo
Q: What is the woman advertising?
A: Skin care products

→ Dạng đáp án paraphrasing

● Hỏi về giá cả, chủng loại, đặc điểm của sản phẩm
Q: What is true about all of the products?
A: They contain no dyes.

→ Dạng đáp án có nội dung trực tiếp

● Hỏi về nội dung yêu cầu hoặc cách thức mua bán
Q: What are the listeners being asked to do?

→ Dạng đáp án paraphrasing

● Các mẫu câu hỏi thường gặp

- What is being advertised?
- Who is the advertisement aimed at?
- How long is this sale effective?
- How much does the product cost?
- How can listeners get more information about goods?

stock (v) tích trữ stop by (v) ghé qua cosmetics (n) mỹ phẩm pick up (v) lấy, chọn lấy ounce đơn vị đo trọng lượng, tương đương khoảng 28 gram factor (n) yếu tố dye-free (a) không có thuốc nhuộm waterproof chống nước, không thấm nước baby-gentle dịu dàng cho da em bé

Bước 1: Tích lũy vốn từ vựng cơ bản

103.mp3

sign up (phr. v) đăng ký
inconvenience (n) sự bất tiện
brand new (a) mới tinh
special offer đợt khuyến mãi/giảm giá đặc biệt
Monday through Saturday từ thứ hai tới thứ bảy
gourmet (n) khách sành ăn
be good for tốt cho ~
be in the mood for đang muốn ~
get a full refund nhận lại số tiền hoàn trả 100%
clearance sale bán thanh lý
subscribe (v) đặt (báo)
warranty (n) sự bảo hành
reasonable (a) hợp lý, phải chăng

receive a 30% discount nhận được mức giảm giá 30%
until further notice cho đến khi có thông báo mới
staff meeting cuộc họp nhân viên
agenda (n) chương trình nghị sự
maternity leave (n) nghỉ hộ sản
sales exceed \$40 million doanh thu vượt mức 40 triệu đô la
Weather lets up. Thời tiết đã đỡ hơn rồi.
reservation (n) việc đặt chỗ
specialize in chuyên về ~
May I have your attention, please? Xin quý vị chú ý!
check-out counter quầy tính tiền (trong siêu thị)
home appliances vật dụng trong nhà
install (v) lắp đặt
ingredient (n) thành phần

Bước 2: Nghe từ vựng, sau đó nghe câu

104.mp3

1. If you _____ this month, you'll _____.
2. _____ on weekdays but they are for the weekends.
3. _____, your flight has been delayed until further notice.
4. _____ the Jumbo Hamburger staff meeting.
5. _____ of today's meeting is the company's new vacation policy.
6. We're open from 6 a.m. to 10 p.m. _____.
7. Last year our sales exceeded \$40 million, and _____ this year.
8. _____ as soon as the weather lets up.
9. Are you looking for a professional pool service with _____?
10. When you are _____, come to John's restaurant.

1. What is being advertised?

(A) TV

(B) A restaurant

2. When is Grandma Jessie's closed?

(A) Saturday

(B) Sunday

3. What will the passengers receive?

(A) A ticket

(B) A free meal

4. What should passengers do?

(A) Go to the ticket counter

(B) Go to the restaurant

5. To whom is this talk directed?

(A) Food company employees

(B) Food mart shoppers

6. What is mentioned about Jumbo Hamburger?

(A) It has 147 employees.

(B) It has a market share of 8%.

7. What will the passengers be traveling on?

(A) A plane

(B) A train

8. Who will collect the boarding passes?

(A) The conductor

(B) The ticket agent

9. When does the sale end?

(A) 5th

(B) 15th

10. What is the largest discount being offered during the sale?

(A) 15%

(B) 70%

■ Điền đặt các cụm từ / câu dưới đây theo cách khác.

Luyện tập cụm từ

1. due date

2. understaffed

3. hire part-time workers

4. need to get another file cabinet

5. be transferred to London

Luyện tập câu

1. I'm here for a job interview.

➔ He is

2. Can I call you back later to talk about the tour?

➔ She

3. I thought the deadline was tomorrow.

➔ She has

4. He won't be back here until Saturday.

➔ He

for a while.

5. I guess he'll be gone for 14 days.

➔ He will

1. I'm here for a job interview.
➤ He is looking for an employment.
2. Can I call you back later to talk about the tour?
➤ She is busy with her work at the moment.
3. I thought the deadline was tomorrow.
➤ She has the incorrect information.
4. He won't be back here until Saturday.
➤ He is out of town for a while.
5. I guess he'll be gone for 14 days.
➤ He will be away for 2 weeks.

• Báp an phan luyén tập câu

1. due date ➤ deadline
2. understaffed ➤ employee shortage
3. hire part-time workers ➤ recruit temporary workers
4. need to get another file cabinet ➤ need additional office furniture
5. be transferred to London ➤ work at London branch

• Báp an phan luyén tập cum từ

* Nghe kỹ bài nói và trả lời câu hỏi.

1. What is the advertisement about?

- (A) A sailboat
- (B) A restaurant
- (C) A food market
- (D) A beach house in Vietnam

2. What is mentioned about Saigon House?

- (A) The prices are economical.
- (B) It is well known for its service.
- (C) The interior is unique.
- (D) It is located on the beach.

3. What can be seen in one of the dining rooms?

- (A) A sailboat
- (B) A map of Vietnam
- (C) A couch
- (D) A TV set

4. Where will the company picnic be held if it doesn't rain?

- (A) Nancy Hadley's house
- (B) Greentree Park
- (C) San Francisco
- (D) Elm Restaurant

5. Who will be providing the food?

- (A) Nancy Hadley
- (B) The cafeteria staff
- (C) A caterer
- (D) Greentree Park staff

9. What does the announcement ask the passengers to do?

- (A) Hold on to their tickets
- (B) Return to the boarding area before 6
- (C) Wait until 4:30 to ride the boat
- (D) Have some snacks while waiting

8. What time can the passengers board after the delay?

- (A) 4:30
- (B) 6:00
- (C) 6:30
- (D) 8:00

7. Why is the boat departing late?

- (A) Bad weather
- (B) Technical problems
- (C) Not all passengers are boarded.
- (D) The docks are under construction.

6. Who will be attending the picnic?

- (A) Elm Restaurant employees
- (B) Greentree Park patrols
- (C) Company employees
- (D) Community basketball players

Ghi chú chỉnh sửa lựa chọn sai



Unit 14. Tin tức / Phát thanh / Du lịch

Bài học trongเล่ม

Nhóm chủ đề này luôn xuất hiện trong Part 4. Dù phải trả lời liên tục nhiều câu hỏi nhưng nếu bạn học cách nhận ra câu hỏi theo từng chủ đề, bạn có thể trả lời khá dễ dàng.

1. Tin tức / Phát thanh

Phần tin tức và phát thanh có thể nói về các vấn đề kinh tế (khả phục tập đối với người nghe), về tình hình giao thông (khu vực hay xảy ra tai nạn), dự báo thời tiết (khi nào trời quang, khi nào có tuyết rơi, v.v.). Nếu là chương trình trò chuyện trên đài thì câu hỏi sẽ xoay vào tên chương trình, khách mời là ai, v.v.

International motor giant Corda Corporation has decided ❶ to build a new production facility in South Valley. ❷ The company has chosen South Valley for its high-class transportation facilities and its closeness to the port. Spokespersons addressing the media said that the superior transportation system would help materials reach the factory easily and ensure that goods are shipped out without any delay. Corda's Chief Executive Officer ❸ Steve Davis said that the company intended to hire staff for the new facility locally.

❶ Hỏi về chủ đề chính của bản tin

❷ (nội dung tổng quát)

Q : What is the main subject of this news report?

A : Choice of a location for a new plant

❸ Dạng đáp án paraphrasing

❹ Hỏi thông tin về South Valley (chi tiết)

Q : According to this report, what is special about South Valley?

A : It has an excellent transportation system.

❺ Dạng đáp án paraphrasing

❻ Hỏi về thông báo ông Davis đưa ra (liên quan đến người nói hoặc nhân vật được nhắc đến)

Q : What announcement does Mr. Davis make?

A : He will hire local people.

❼ Dạng đáp án paraphrasing

❽ Các mẫu câu hỏi thường gặp

➤ What is the news report about?

➤ What is the topic of the show?

➤ What is learned about the MFG company?

➤ What is the Jason's Group planning to do this quarter?

giant (a) khổng lồ build (v) xây dựng facility (n) cơ sở vật chất choose (v) chọn transportation (n) vận tải closeness (n) (sự) gần port (n) cảng spokesperson (n) phát ngôn viên address (v) nói chuyên với superior (a) vượt trội material (n) vật liệu ensure (v) đảm bảo executive (a) quản trị, quản lý intend (v) dự định hire (v) thuê

2. Du lịch

Phần này tập trung vào thông tin mà hướng dẫn viên truyền đạt cho khách du lịch trong chuyến tham quan. Câu hỏi chỉ tập trung vào các nội dung cơ định: nơi tham quan, đặc trưng của nơi đó và lịch trình của chuyến đi.

Ladies and gentlemen, welcome to Bell Town. Today's bus tour will take us to all the important landmarks in the town, like the Centenary Hall building, the Bell Town Botanical Garden and the new Hobart Aquarium. This tour begins and ends at Carson Street and will take about 3 hours. At the aquarium, a marine biologist will speak about some of the sea life you see there. Please feel free to take pictures and ask questions during the tour.

❶ Hỏi về loại hình du lịch (nội dung tổng quát)
Q: What type of tour is being discussed?
A: A bus tour

➡ Dạng đáp án có nội dung trực tiếp

❷ Hỏi về lịch trình của chuyến đi (chi tiết)

Q: At which stop will there be a guest speaker?
A: Hobart Aquarium

➡ Dạng đáp án paraphrasing

❸ Hỏi về những việc du khách được khuyến

nên làm (chi tiết)

Q: What are visitors invited to do during the trip?
A: Take pictures

➡ Dạng đáp án có nội dung trực tiếp

❹ Các mẫu câu hỏi thường gặp

- ➡ Where are the listeners?
- ➡ Who is the speaker?
- ➡ How long does this tour last?
- ➡ Where will the group visit after lunch?
- ➡ What will the listeners probably do tonight?

landmark (n) điểm nhấn (về cảnh quan) Centenary Hall building Cao ốc Centenary Hall botanical garden (n) vườn thực vật, vườn bách thảo aquarium (n) viện hải dương marine biologist (n) nhà sinh vật biển sea life (n) sinh vật biển

Bước 1: Tích lũy vốn từ vựng cơ bản

109.mp3



start the tour bắt đầu chuyến tham quan	traffic accident on the highway tai nạn giao thông trên xa lộ	guided tour chuyến tham quan có hướng dẫn	Temperatures go up over 100 degrees. Nhiệt độ lên đến hơn 100 độ.
commercials mẫu quảng cáo (trên radio hoặc ti vi)	downtown (a) trung tâm	northbound (a) đi về hướng bắc	severe congestion (n) tình trạng kẹt xe nghiêm trọng
Traffic is backed up. Xe cộ đang bị kẹt cứng.	air (n) không khí	wild creature (n) sinh vật hoang dã	sophisticated (a) tinh tế, tinh vi, phức tạp
commuter (n) người đi làm thường xuyên bằng xe buýt, xe ô tô, tàu điện ngầm, v.v.	have one's residence cư trú	non-toxic cosmetics mỹ phẩm không chứa chất độc hại	sculpture (n) ngành điêu khắc, tác phẩm điêu khắc
ease the traffic làm cho giao thông thông suốt	tropical thunderstorm bão nhiệt đới có kèm sấm chớp	cottage (n) nhà tranh	weekly program chương trình hàng tuần
show host người dẫn chương trình cho buổi biểu diễn	explore on your own tự mình khám phá tham quan	tour commencement sự bắt đầu chuyến	stay tuned giữ nguyên sóng (khi bắt đài ...)
icy road con đường đóng băng	show host người dẫn chương trình cho buổi biểu diễn	ease the traffic làm cho giao thông thông suốt	tropical thunderstorm bão nhiệt đới có kèm sấm chớp
cottage (n) nhà tranh	weekly program chương trình hàng tuần	have one's residence cư trú	non-toxic cosmetics mỹ phẩm không chứa chất độc hại
sculpture (n) ngành điêu khắc, tác phẩm điêu khắc	sculpture (n) ngành điêu khắc, tác phẩm điêu khắc	sculpture (n) ngành điêu khắc, tác phẩm điêu khắc	sculpture (n) ngành điêu khắc, tác phẩm điêu khắc

Bước 2: Nghe từ vựng, sau đó nghe câu

110.mp3



1. _____ by showing you where the water source is.
2. I hope _____ today.
3. _____ after the commercials.
4. From tomorrow morning, _____.
5. _____ the superior transportation system would help materials reach the factory easily.
6. My name is Tom and _____ today.
7. We don't allow visitors to _____.
8. Our first stop is _____ in this area.
9. You will have one hour afterwards to _____.
10. If you have any questions, _____.



1. Who is Gina?

(A) A disk jockey

(B) An English teacher

2. What is Sarah's request?

(A) Seoul DJ Hot

(B) Pretty Day by Eugene

4. What can the visitors get for free on the tour?

(A) Foot

(B) Bus

3. What transportation is used for this tour?

(A) Cold drinks

(B) Breakfast and coffee

5. What does the Fisher Company make?

(A) Food

(B) Cosmetics

6. What does Fisher products have a reputation in?

(A) Products that are free of toxic chemicals

(B) The cheapest cosmetic products

7. Who is the speaker?

(A) A museum tour guide

(B) A museum guard

8. What will the tourists do next?

(A) They will have a look around in the video arts section.

(B) They will learn about an artist's life.

9. Why do the developers keep their prices low?

(A) They are a non-profit organization.

(B) Their programs are used more widely.

10. What have the developers done to the software?

(A) Simplified

(B) Made it complicated

■ Điền các cụm từ / câu dưới đây theo cách khác.

Luyện tập cụm từ

1. tour

2. well-known writer

3. bottling factory

4. stop at a tropical botanical garden

5. get to the lodge

Luyện tập câu

1. The tour lasts for 2 hours.

2 hours.

2. I'll guide you for today's tour.

The speaker

3. You should be back here at the main entrance in one and a half hours.

People are supposed to

4. I'd like to give you a quick update on the expressway traffic.

The speaker gives

5. We will leave for the island of Halua at 3 p.m.

They will

in the afternoon.

6. Motorists are advised to avoid Elm St.

The listeners are asked to

7. The clouds have been broken.

The rain has

1. The tour lasts for 2 hours.
→ The trip takes 2 hours.
2. I'll guide you for today's tour.
→ The speaker is a tour guide.
3. You should be back here at the main entrance in one and a half hours.
→ People are supposed to meet at the gate in 90 minutes.
4. I'd like to give you a quick update on the expressway traffic.
→ The speaker gives the traffic information.
5. We will leave for the island of Hailua at 3 p.m.
→ They will depart the place in the afternoon.
6. Motorists are advised to avoid Elm St.
→ The listeners are asked to detour.
7. The clouds have been broken.
→ The rain has let up.

Đáp án phần Luyện tập câu

1. tour → explore the place
2. well-known writer → famous author
3. bottling factory → bottled water manufacturing
4. stop at a tropical botanical garden → visit to see some plants
5. get to the lodge → arrive at the hotel

Đáp án phần Luyện tập cụm từ

1. What will the government do with the park?
 (A) Protect the park
 (B) Make it a national arboretum
 (C) Make the park larger
 (D) Make the park smaller
2. What is NOT a reason the park was chosen?
 (A) Its quiet setting
 (B) Its size
 (C) Its unique color
 (D) Its natural beauty
3. What do some residents say about the decision?
 (A) It is a very good choice.
 (B) It will increase traffic.
 (C) They are unhappy with the decision.
 (D) They want some money.
4. When will the construction begin?
 (A) June 1st
 (B) June 4th
 (C) July 1st
 (D) August 5th
5. Where is the construction taking place?
 (A) On Route 2 between Main St. and Diamond St.
 (B) On Route 4 between Harper Lane and Main St.
 (C) On Route 2 between Harper Lane and Main St.
 (D) On Route 3 between Harper Lane and Arctic Blvd.
6. How long will the construction last?
 (A) 2 days
 (B) 2 weeks
 (C) 2 months
 (D) 3 months
7. What is the good news for the travelers?
 (A) There is no good news.
 (B) Ticket prices will be lower this month than last month.
 (C) There will be extra seats.
 (D) Weather is great.
8. What is the bad news for the travelers?
 (A) Some flights will be less comfortable.
 (B) Ticket prices are higher.
 (C) There is no bad news.
 (D) There will be extra seats.
9. What can be assumed about the airlines?
 (A) They have the best airplanes.
 (B) They are overbooked.
 (C) It is a vacation season.
 (D) They are not doing well in business.

Ghi chú chỉnh sửa lựa chọn sai



Unit 15. Tin nhắn ghi âm / Giới thiệu người

Bài học trong tam

Câu hỏi với nội dung Tin nhắn ghi âm và Giới thiệu người thường rất cố định.

1. Tin nhắn ghi âm

Mục đích của tin nhắn ghi âm là ghi lại những thông tin được trao đổi qua hệ thống trả lời tự động của công ty. Nội dung thường là về công việc, như thông báo thay đổi lịch làm việc. Câu hỏi cho nội dung này rất cố định: thông tin về người gọi và người nhận, lý do gọi, và nội dung yêu cầu.

● Hỏi về thông tin người gọi hoặc người nhận
điện thoại

Q: Who is calling?

A: Mr. Noah Leroy

➔ Dạng đáp án có nội dung trực tiếp

● Hỏi về lý do thực hiện cuộc gọi

Q: Why is Noah calling Ms. Brighton?

A: To request a call back

➔ Dạng đáp án paraphrasing

● Hỏi về nội dung của tin nhắn

Q: How late are the brochure and layout?

A: Two weeks

➔ Dạng đáp án paraphrasing

Hello, Jane Brighton. This is Noah Leroy from the marketing department. My client, Luke, went over to the research department about two weeks ago to get the brochure and layout for the new plumbing system he was getting from us and you told him they will be delivered to me within a week. It's been two weeks now and I still haven't received anything and Luke is very upset. Please tell me why it is taking so long. Call me back as soon as possible. Thanks.

● Các mẫu câu hỏi thường gặp

➔ Who is this message intended for?

➔ What is the occupation of the caller?

➔ What is the purpose of this message?

➔ What will happen next Friday?

➔ Why is the shipment being delayed?

research (n) nghiên cứu department (n) phòng, ban layout (n) mô hình, bản thiết kế plumbing system hệ thống ống nước deliver (v) giao (hàng) upset (a) giận dữ as soon as possible càng sớm càng tốt

114.mp3

2. Giới thiệu người

Phần này thường giới thiệu về nhân viên mới, điển giả hoặc người vừa đoạt một giải thưởng nào đó. Trong bài giới thiệu về nhân viên mới, người ta hay đề cập đến kinh nghiệm và các công việc liên quan đến người đó. Nếu là bài giới thiệu về điển giả, người ta hay nhấn mạnh đến các thành quả nghiên cứu của người đó.

Ladies and gentlemen, it's my pleasure to introduce our next award recipient, Jen Lopez, who has been named this year's Employee of the Year by the Community Health Association. Many of you know Ms. Lopez as the Director of Patient Services at Central Hospital, a position she's held for 5 years. Under her guidance, national surveys have ranked Central Hospital among the most patient-friendly medical centers in the country for three years running. Let's give a nice round of applause for Jen Lopez.

- Hỏi chi tiết về người được giới thiệu
 - Q: How long has Jen Lopez been the Director of Patient Services?
 - A: For 5 years
- Hỏi về thành tích của người được giới thiệu
 - Q: Why is Jen Lopez being awarded?
 - A: She tried hard to help the Central Hospital to be the best.
- Hỏi về nội dung yêu cầu hoặc lịch trình tiếp theo
 - Q: What is the speaker asking people to do?
 - A: Give her a warm welcome
- Dạng đáp án có nội dung trực tiếp

- Các mẫu câu hỏi thường gặp
 - ➔ Who is being introduced?
 - ➔ Who is Mr. Park?
 - ➔ Why is Mr. White so popular?
 - ➔ How is the guest speaker acquainted with the audience?
 - ➔ What will probably happen after this talk?

introduce (v) giới thiệu recipient (n) người nhận name (v) chọn guidance (n) sự hướng dẫn survey (n) cuộc khảo sát rank (v) xếp (hàng) patient-friendly (a) đối xử tốt/thân thiện với bệnh nhân applause (n) sự vỗ tay

Bước 1: Tích lũy vốn từ vựng cơ bản 115.mp3

return the call gọi lại

I'll get back to you. Tôi sẽ gọi lại cho anh/chị.

You've reached PPC Co. Công ty PPC đây ạ.

get a high evaluation được đánh giá cao

in this field trong lĩnh vực này

gathering (n) cuộc họp mặt

practical (a) thực tế, thực tiễn

brochure (n) tập sách mỏng (để hướng dẫn, quảng cáo)

the first thing next morning việc đầu tiên

(phải làm) vào sáng mai

be grateful biết ơn

I'm pleased with Tôi rất hài lòng về ~

be due next week đến hạn vào tuần tới

get a good response from a customer nhận được

phản hồi tích cực từ một khách hàng

founder (n) người sáng lập

privilege (n) đặc ân

check with the supervisor kiểm tra lại thông tin

với giám sát viên

step down from the position thôi giữ chức vụ

appreciation (n) sự cảm kích

extension number số nội bộ

outline (n) dàn ý

it's honorable. Đây là một vinh dự.

a devoted worker một công nhân tận tụy

chia tay nhân về hưu

host the retirement party chủ trì buổi tiệc

cần liên hệ với công ty

gọi điện hoặc gặp mặt nếu

contact person người mà khách hàng có thể

It turns out that Hóa ra là ~

give a big applause hoan nghênh nhiệt liệt

keynote speaker diễn giả chính

xuất sắc

outstanding researcher nhà nghiên cứu

chuyên với B

put A through B nói máy cho A nói

working hours giờ làm việc

1. Please _____ as soon as you get this message.

2. Please _____ after the tone.

3. This is Sophia Kim _____.

4. I'm glad to _____, Peter Brown.

5. Please, remember that _____ with Mr. Pacillo.

6. _____ Bailey's Furniture World.

7. We offer _____.

8. I'm calling _____ of the schedule for tomorrow.

9. _____ INSP Inc.

10. She will take the position _____.

1. Who is David West?

- (A) A dentist
- (B) An energy researcher

2. How is the speaker acquainted with David West?

- (A) He went to one of David West's previous talks.
- (B) He has done research with him.

3. What does Ronald say about the projectors?

- (A) The V-10 is too big.
- (B) He needs a V-12.

4. What is Ronald going to need?

- (A) A V-10 projector
- (B) 100 more copies of the brochure

5. Why is there a party for Frank Thomas?

- (A) Because he's 25 years old
- (B) Because it's his retirement

6. For what reason is he being appreciated?

- (A) He's been a devoted employee for 25 years.
- (B) Because he's smooth

7. Who is Michael?

- (A) JC's boss
- (B) A co-worker of Mary

8. What happens tomorrow?

- (A) Presentation
- (B) A movie premiere

9. Who probably is Martha?

- (A) The owner of Taco Center
- (B) An employee of a tortilla factory

10. What does Martha say about the new white corn tortillas?

- (A) It tastes the same as yellow corn tortilla.
- (B) They have gotten very good response from the customers.

Nâng cao khả năng cơ bản | Luyện tập paraphrasing

■ Điền các cụm từ / câu dưới đây theo cách khác.

► Luyện tập cụm từ

1. return the call ►
2. check with the supervisor ►
3. working hours ►
4. brochure ►
5. a devoted worker ►

► Luyện tập câu

1. Remember that you have an appointment with Dr. Kim.
► The speaker is calling to _____.
2. We offer a wide range of financial services.
► The clients have _____.
3. She will take the position as a department head.
► She will _____.
4. Please give him a big applause.
► The speaker is asking people to _____.
5. Please contact me as soon as possible.
► The listener will _____ soon.
6. I'll put you through to him.
► I'll _____.

1. Who is Mark Hunt?
- (A) A fire fighter
 - (B) A captain of the community service program
 - (C) The owner of the theatre
 - (D) A loan shark
6. Which item is discounted?
- (A) Speakers
 - (B) Home theatres
 - (C) CDs
 - (D) CD players

2. What does Mark Hunt say about his classes?
- (A) They last 2 hours.
 - (B) They last 3 hours.
 - (C) They start at 5:30 p.m.
 - (D) They end at 9:00 p.m.
8. When will the check be mailed?
- (A) Payment for the business
 - (B) For the broken window
 - (C) Money owed for the luncheon
 - (D) Anna Lee's pay check

3. Who does Mark teach?
- (A) People who want to become a fire fighter
 - (B) People without jobs
 - (C) Other fire fighters
 - (D) Children
9. What is Holiday Catering's job?
- (A) Preparing corporate luncheon
 - (B) Replacing windows
 - (C) Fixing windows
 - (D) Making checks

4. When will the store be open again?
- (A) Monday
 - (B) Tuesday
 - (C) Friday
 - (D) Sunday

5. What does the store probably NOT sell?
- (A) TVs
 - (B) DVD players
 - (C) Leather coats
 - (D) Radios

Ghi chú chỉnh sửa lựa chọn sai



※ Nghe kỹ bài nói và trả lời câu hỏi.

1. What does the company offer?

- (A) Help with online registration
- (B) Directory assistance
- (C) Financial advice
- (D) Security service

2. What must callers do to speak to staff?

- (A) Follow instructions
- (B) Make an appointment
- (C) Visit a downtown office
- (D) Call during working hours

3. What number should callers press to leave a message?

- (A) 3
- (B) 5
- (C) 6
- (D) 8

4. Who most likely is Sandra Ross?

- (A) A popular author
- (B) A professional cook
- (C) An office manager
- (D) A store owner

5. What is implied about the dessert?

- (A) It is a new item.
- (B) The flavor is unusual.
- (C) Many people like it.
- (D) It takes a long time to make.

6. What can listeners receive?

- (A) Samples of the dishes
- (B) Special offers on kitchenware
- (C) An invitation to the next show
- (D) A free booklet of recipes

7. Who most likely are the listeners?

- (A) Visitors at an exhibit
- (B) Guests at a restaurant
- (C) New workers at an orientation
- (D) Participants at a conference

8. What must listeners do to buy food at the cafeteria?

- (A) Pay cash
- (B) Fill out a form
- (C) Purchase coupons
- (D) Contact staff

9. What does the speaker invite listeners to do?

- (A) Help out at the counter
- (B) Explore the facility
- (C) Give suggestions for the menu
- (D) Ask questions

10. Who most likely is the speaker?

- (A) A real estate agent
- (B) A gardener
- (C) A tour guide
- (D) An investor

11. How old are the carved doors mentioned in the talk?

- (A) 30 years
- (B) 75 years
- (C) 100 years
- (D) 150 years

12. What will happen next?

- (A) A different speaker will talk.
- (B) The group will explore an area.
- (C) The speaker will make an announcement.
- (D) A tram will arrive to pick up the people.

13. How does the speaker try to convince listeners?

- (A) By having users endorse products
- (B) By emphasizing high quality
- (C) By promising free gifts
- (D) By offering customized service

14. What does 'Kitchen Mate' claim about its products?

- (A) They are made of recycled material.
- (B) They come in standard sizes.
- (C) They are available in a range of designs.
- (D) They can be exchanged any time.

15. What must buyers do to receive a discount?

- (A) Call a number
- (B) Visit a company outlet
- (C) Respond to a questionnaire
- (D) Make an online purchase

16. What is being announced?

- (A) A list of programs
- (B) Details of a contest
- (C) A weather warning
- (D) Events in the city

17. What is expected to happen soon?

- (A) A storm will move inland.
- (B) A beach resort will open.
- (C) New shows will be broadcast.
- (D) The station will give more interviews.

18. What are listeners asked to do?

- (A) Remain in their houses
- (B) Call the weather department
- (C) Pass on a message to friends
- (D) Visit the police station

19. Why is Marsha calling John?

- (A) To place an order
- (B) To confirm a schedule
- (C) To pass on information
- (D) To request quick service

20. What does the caller want to do today?

- (A) Meet a client
- (B) Replace old equipment
- (C) Make a delivery
- (D) Contact her assistant

21. What will John probably do?

- (A) Call back
- (B) Direct a maintenance crew
- (C) Wait for instructions
- (D) Leave the office immediately

22. Who most likely are the listeners?

- (A) Security guards at a company
- (B) Meeting participants
- (C) Workers preparing for an event
- (D) Visitors at an exhibition

23. What problem is mentioned by the speaker?

- (A) He needs more assistants.
- (B) There is little time to complete a job.
- (C) New furniture has not arrived.
- (D) Decorations are missing.

24. What will happen at 7 p.m.?

- (A) A show will begin.
- (B) The listeners will finish a task.
- (C) Guests will arrive.
- (D) Food will be served.

25. Where most likely does the speaker work?

- (A) At a food store
- (B) At a restaurant
- (C) At a factory
- (D) At a delivery service

26. What is said about the main dishes?

- (A) They are available all week.
- (B) They have been newly introduced.
- (C) They will be served with sauce.
- (D) They are in great demand.

27. What will the speaker do next?

- (A) Take an order
- (B) Serve a free beverage
- (C) Accept a payment
- (D) Speak with the chef

28. What is being announced?

- (A) A record sales figure
- (B) An increase in production
- (C) An award given to the company
- (D) A new quality policy

29. Who is the speaker?

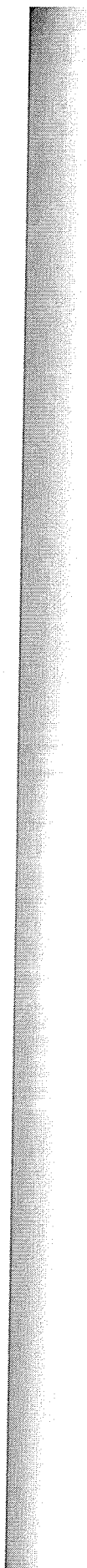
- (A) A Customer Relations manager
- (B) A consultant
- (C) A Sales manager
- (D) A company vice-president

30. What are listeners invited to do?

- (A) Wait for an announcement
- (B) Join a celebration
- (C) Suggest improvements
- (D) Design a campaign

Ghi chú chỉnh sửa lựa chọn sai





BIG STEP TOEIC 2

Grammar

Warming-up! TOEIC Grammar!

Unit 1. Sự hòa hợp giữa chủ ngữ và động từ

Unit 2. Cụm động từ / Thể bị động

Unit 3. Thì / Động từ nguyên mẫu

Grammar Review Test 1

Unit 4. Vị trí của danh từ và đại từ

Unit 5. Vị trí của tính từ và trạng từ

Unit 6. Tính từ chỉ số lượng / so sánh /

phân từ

Grammar Review Test 2

Unit 7. Liên từ

Unit 8. Liên từ kết hợp / Liên từ kép

Unit 9. Bài từ quan hệ

Grammar Review Test 3

(1) Chức năng của tư loại

www.pharmnet.com

2. Nắm vững câu và các cấu trúc bổ nghĩa
- (1) Các hình thức câu trúc bổ nghĩa
- Hình thức bổ nghĩa trước danh từ

Mạo từ + trạng từ + tính từ + danh từ : *an increasingly popular hobby*
(a/an/the)

- Danh từ phải đứng sau mạo từ.
- Tính từ đứng trước danh từ, bổ nghĩa cho danh từ.
- Trạng từ đứng trước tính từ, bổ nghĩa cho tính từ.
- Hình thức bổ nghĩa sau danh từ

Danh từ + giới từ + danh từ : *A new product [under development] will be introduced next year.*

- Cấu trúc bổ nghĩa giới từ (under development) đứng sau danh từ (product) và bổ nghĩa cho danh từ.
- Trong câu trúc câu này, chủ ngữ (a new product) và động từ (will be introduced) đứng cách xa nhau.

Danh từ + mệnh đề quan hệ (who / which / that) + động từ

The accounting manager [who was transferred to London branch] was fired last week.

- Mệnh đề quan hệ (who was transferred to London branch) đứng sau danh từ (manager) và bổ nghĩa cho danh từ.
- Trong câu trúc câu này, chủ ngữ (the accounting manager) và động từ (was fired) đứng cách xa nhau.

Khi đọc câu, bạn nên phân tích cấu trúc câu theo thứ tự dưới đây:

1. Xác định động từ.
2. Tìm chủ ngữ (thường là danh từ).
3. Xác định cấu trúc bổ nghĩa rồi phân tích.
4. Xác định sự hòa hợp giữa chủ ngữ và động từ.

3. Nắm vững câu mở rộng

(1) Mở rộng câu bằng cấu trúc bỏ nghĩa

Khi thêm cấu trúc bỏ nghĩa vào câu cơ bản, câu sẽ dài và phức tạp hơn. Trước hết, ta phải xác định được cấu trúc của câu cơ bản (chủ ngữ + động từ + túc từ).

The company fired employees.
Chủ ngữ Động từ Túc từ

The company recently fired employees.

The company recently fired several employees.

The company on 5th Avenue recently fired several employees.

The company, which is located on 5th Avenue, recently fired several employees.

(2) Mở rộng câu bằng cấu trúc liên kết

Liên kết danh từ bằng giới từ

Để hiểu câu nhanh chóng, trước hết ta nên bỏ qua cấu trúc liên kết bằng giới từ, chỉ tập trung vào cấu trúc câu cơ bản trước.

The company, which is located in the business district, recently fired several employees because of the economic slump.

Liên kết câu bằng liên từ

The company, which is located on 5th Avenue, recently fired several employees because its sales have declined substantially.

(= Because its sales have declined substantially, the company, which is located on 5th Avenue, recently fired several employees.)

4. Luyện tập phân tích cấu trúc câu

(1) Gạch dưới chủ ngữ, động từ và túc từ

(2) Xác định cấu trúc bổ nghĩa và cấu trúc liên kết

ex) The plant manager organized a day-long safety workshop.
chủ ngữ động từ túc từ

○ Tìm chủ ngữ, động từ và túc từ

1. The human resources department will take further steps.

2. All new employees must attend this week's session on company policies.

3. The company announced the opening of its new production line.

4. To meet customer's demands is our most important priority.

5. Retaining competent employees is important to succeed in business.

6. A new fax machine will be installed in the copy center.

7. Customers are requested to complete the survey.

8. This medical appliance is guaranteed for one year from the date of purchase.

9. All financial reports must be sent to the accounting department.

10. Special discounts will be given to all new subscribers.

11. The mediator in the merger talks was replaced.

12. The contents of this journal are carefully examined for errors.

13. Regional managers who exceeded sales goals will receive special bonuses.

14. The central library, which was built in 1970, is currently under renovation.

15. Ms. Leona, who is in charge of the accounting department, will be promoted.

16. The concert has been canceled because of the heavy rain.

17. According to a recent survey, interest rates are expected to rise slightly.

18. Because his flight was late, Mr. Lim missed the meeting.

19. The project has been a failure though we invested a lot of money in it.

20. International Affairs, a monthly journal, has been published for more than 10 years.

Unit 1. Sự hòa hợp giữa chủ ngữ và động từ

Point 1 Sự hòa hợp giữa chủ ngữ và động từ là nguyên tắc nền tảng trong ngữ pháp tiếng Anh

1. Động từ và chủ ngữ phải hòa hợp về số

Nếu chủ ngữ là danh từ số ít thì động từ chia theo số ít, nếu chủ ngữ là danh từ số nhiều thì động từ chia theo số nhiều.

He **wants** a promotion.
chủ ngữ động từ

① He chủ ngữ ở ngôi thứ ba số ít

② wants động từ cũng phải số ít (tức là có thêm [s])

2. Hình thức số ít / số nhiều của danh từ và động từ

Danh từ số nhiều có gần thêm [s/es] ở phía sau; động từ số nhiều có dạng động từ nguyên mẫu.

Managers **want** more vacation time.
chủ ngữ động từ

① Managers danh từ số nhiều (tức là có [s])

② want động từ số nhiều (tức là ở dạng nguyên mẫu)

Quick Quiz

1. The research institute _____ an increase in the number of foreign workers.
(A) expect (B) to expect (C) expecting (D) expects

2

cầu trục bỏ nghĩa

1. Cách lý giải trực tiếp bộ nghĩa khi xác định sự hòa hợp giữa chủ ngữ và động từ

Đo câu trước bỏ nghĩa (gọi từ + danh từ) nằm sau chủ ngữ nên có một khoảng cách giữa chủ ngữ và động từ. Việc đầu tiên bạn cần làm là xác định câu trước bỏ nghĩa trước khi xác định sự hòa hợp giữa động từ và động từ. Câu trước bỏ nghĩa không ảnh hưởng đến sự hòa hợp giữa chủ ngữ và động từ.

Đoạn từ. Việc đầu tiên cần làm là xác định câu trúc có nghĩa là từ xác định sự hòa hợp giữa

The reasons [for the delay] have not yet been announced.

၇၇ နှစ် ၇၇

* have been : thể bị động, thì hiện tại hoàn thành

- ① Câu trúc bỏ nghĩa (for the delay) nằm giữa chủ ngữ (reasons) và động từ (have ~).
- ② Dư delay đứng gần động từ nhưng không phải là chủ ngữ nên nó không quyết định động từ.
- ③ Phải tách câu trúc bỏ nghĩa ra khỏi câu trúc cơ bản của câu.
- ④ Sau khi xác định chủ ngữ và động từ, xác định sự hòa hợp giữa chủ ngữ và động từ.

Quick Quiz

2. The information about the upcoming seminars _____ available on the Internet.

Point 3 Chủ ngữ và động từ bị chia cách bởi mệnh đề quan hệ

1. Mệnh đề quan hệ tạo nên khoảng cách giữa chủ ngữ và động từ

Mệnh đề quan hệ có chức năng bỏ nghĩa cho danh từ nên thường đứng sau chủ ngữ và đứng trước động từ, tạo nên khoảng cách giữa chủ ngữ và động từ. Do đó, ta phải cần thận khi xác định sự hòa hợp giữa chủ ngữ và động từ.

The report [which was submitted yesterday] indicates a significant increase in sales.
 mệnh đề quan hệ
 chủ ngữ dài từ quan hệ động từ (1)

① which was submitted yesterday ● mệnh đề quan hệ (which ~) xen giữa chủ ngữ (the report) và động từ (indicates)

* Mệnh đề quan hệ: là mệnh đề bổ nghĩa cho danh từ, thường bắt đầu bằng các đại từ quan hệ who, which, that. Xem chi tiết ở Unit 9.

2. Động từ trong mệnh đề quan hệ phải hòa hợp với danh từ mà đại từ quan hệ thay thế

Số của động từ đứng sau đại từ quan hệ phải hòa hợp với số của danh từ mà đại từ quan hệ thay thế.

The report [which was submitted yesterday] indicates a significant increase in sales.
 số ít động từ số ít
 chủ ngữ dài từ động từ (1)
 quan hệ

① which was submitted yesterday ● Số của động từ đứng sau which phải hòa hợp với danh từ report. Danh từ report là số ít nên động từ cũng chia ở số ít (was).


Quick Quiz

3. Members who _____ their money to the museum will be eligible for free admission twice a year.
 (A) donating
 (B) donates
 (C) to donate
 (D) donate

Point 1 Sự hòa hợp giữa chủ ngữ và động từ

1. Xác định chủ ngữ dựa vào động từ

Tùy vào động từ đã cho là số nhiều hay số ít mà ta xác định chủ ngữ cho phù hợp. Đây là dạng câu hỏi phổ biến nhất trong TOEIC.

 All full-time [a] employee [b] employees in our company are eligible for paid sick leave.

• Thứ tự như sau:

- ① Xác định động từ: are (là số nhiều)
- ② Xác định chủ ngữ danh từ số nhiều: lựa chọn ② employees
- ③ Danh từ ở vị trí chủ ngữ là số ít hay số nhiều tùy thuộc vào số của động từ.

Quick Quiz

1. _____ in computer technology have made it easy to find legal cases through the Internet.
- (A) Advance (B) Advancement (C) Advances (D) Advancing

Point 2

Một số chủ ngữ chỉ dùng với động từ số ít

1. everyone + động từ số ít / every, each + danh từ số ít + động từ số ít

Everyone / every / each về nghĩa là số nhiều nhưng phải luôn dùng với động từ số ít.

Everyone in the committee [a] has [b] have [c] agreed to postpone the meeting.

• Thứ tự như sau:

① Xác định chủ ngữ: everyone

② Xác định động từ: phải là đáp án [a] has để hòa hợp với everyone

2. Nên động từ nguyên mẫu có to hoặc danh động từ (V-ing) là chủ ngữ thì động từ phải ở số

To spend more money on research and development [a] has been suggested [b] have been suggested by the consultant.

• Thứ tự như sau:

① Cần chọn động từ thì trước tiên phải xác định chủ ngữ

② Chủ ngữ là to spend (động từ nguyên mẫu có to) nên phải chọn đáp án [a] has been suggested

Quick Quiz

2. Almost everyone in the conference _____ agreed to proceed with the construction project.
- (A) have (B) having (C) are (D) has

• ABC Industries là số ít hay số nhiều?
 Tên công ty bắt đầu bằng danh từ riêng, từ phía sau dù có [s] vẫn được xem như là danh từ số ít, nên phải đi với động từ số ít.

Lưu ý

- ① Để chọn động từ, trước tiên bạn phải xác định chủ ngữ
 ② Chủ ngữ là one nên phải dùng động từ số ít (lựa chọn ① is)

• Thứ tự như sau:

One of the most important things to achieve your goal ③ is ④ are to do your best.

"one of the + danh từ số nhiều" nghĩa là "một trong những ~" nên động từ sau nó phải là số ít. Lưu ý là danh từ số nhiều theo sau one of không phải là chủ ngữ. Chủ ngữ thật là one.

3. one of the + danh từ số nhiều → động từ số ít

Point 3 Một số chủ ngữ chỉ dùng với động từ số nhiều

1. Chủ ngữ "A and B" → động từ số nhiều

He and I [a] was [b] were] at the annual conference to meet some managers from other cities.

Thư tự như sau:

- ① Để chọn động từ, trước tiên bạn phải xác định chủ ngữ
- ② Chủ ngữ là He and I nên phải dùng động từ số nhiều (B) were)

* the number of + danh từ số nhiều ○ động từ số ít * a number of + danh từ số nhiều ○ động từ số nhiều

a number of nghĩa là một số là tính từ bổ nghĩa cho danh từ sau nó. Chính danh từ đứng sau mới là chủ ngữ, do đó động từ phải chia ở số nhiều.

A number of new employees are expected to attend the orientation session.
tính từ chủ ngữ động từ

the number of nghĩa là số lượng, chủ ngữ là the number nên động từ phải chia ở số ít.
chủ ngữ động từ
The number of new employees is similar to that of last year.

Quick Quiz

3. My colleague and I _____ instructed to prepare a workplace safety workshop for all employees.
(A) was (B) be (C) were (D) being

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Production of recreational vehicles _____ significantly low this month.
(A) are (B) have (C) is (D) be
2. New vacation policies which are under discussion _____ expected to be introduced early next month.
(A) are (B) is (C) will (D) to be
3. The _____ for launching the new advertising campaign is posted on the bulletin board.
(A) schedule (B) scheduled (C) schedules (D) schedulers
4. Any late entries which _____ submitted for the contest will not be considered.
(A) is (B) will (C) being (D) are
5. The solutions for the city's traffic problems _____ to be considered individually.
(A) needy (B) needs (C) needing (D) need
6. Following safety precautions _____ workers avoid any injury in the workplace.
(A) helping (B) helps (C) to help (D) help
7. The Sunstar Hotel which has expanded both in size and quality _____ to attract more tourists in coming years.
(A) expects (B) expectation (C) expecting (D) expect

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong bài đọc sau đây.

Manage your business!

The _____ of making your business successful are here!

8. (A) secret

(B) secrets

(C) secretly

(D) secrecy

Successfully managing a business _____ specific management skills in addition to

9. (A) requiring

(B) require

(C) requirement

(D) requires

knowledge of key business practices.

Within this section you'll learn about leadership traits, decision-making skills, and how to manage your employees.

Additionally, we'll help you learn a host of important topics which _____ marketing basics,

10. (A) including

(B) include

(C) includes

(D) included

setting prices, filling your business taxes, legal considerations, forecasting for future growth, and financing options.

Ghi chú chỉnh sửa lựa chọn sai



Unit 2. Cụm động từ/Thể bị động

Point 1 Các hình thức kết hợp cơ bản của động từ

1. Sau động từ khiếm khuyết (modal verbs), ta luôn dùng động từ nguyên mẫu

Every manager should attend the monthly business meeting.
động từ khiếm khuyết + động từ nguyên mẫu

2. Trợ động từ have đi cùng quá khứ phân từ

Mr. Lim has completed the budget report by himself.
trợ động từ + quá khứ phân từ

* Trong thì hiện tại hoàn thành, sau have/has phải là quá khứ phân từ.

3. Động từ be theo sau bởi V-ing hoặc p.p.

(1) be + V-ing: thì tiếp diễn (chủ ngữ đang ~)

Our legal advisors are reviewing the contract right now.
be + hiện tại phân từ

(2) be + p.p.: câu bị động (chủ ngữ được/bị ~)

The contract was reviewed by our legal advisors.
be + quá khứ phân từ

Quick Quiz

1. Many economists have strongly _____ the government's new bill to raise the property tax.
(A) criticism (B) criticize (C) criticizing (D) criticized

Point 2 Phân biệt thể chủ động và thể bị động

Chủ động

He delivered the document in person.

Bị động

The document was delivered by him in person.

chủ ngữ
túc từ

chủ ngữ
be + p.p.
by + người thực hiện hành động

1. Thể chủ động diễn tả chủ thể thực hiện một hành động nào đó

Chủ ngữ

The management postponed the annual meeting until next week.

Động từ

túc từ

2. Thể bị động diễn tả chủ thể bị tác động bởi một hành động nào đó

Chủ ngữ

The annual meeting will be postponed until next week.

Động từ

Quick Quiz

2. We will give a new-member discount to you. **Bị động**
A new-member discount will _____ to you.
3. The marketing director provided the details of the new marketing campaign. **Bị động**
The details of the new marketing campaign _____ by the marketing director.
4. We have received many applications for the vacant positions. **Bị động**
Many applications have _____ for the vacant positions.

Point 1 Xác định nhanh thể chủ động/bị động thông qua túc từ

1. Hình thức câu chủ động

chủ ngữ + động từ + túc từ

- (1) Thì quá khứ đơn : The manager sent a memo to all distributors.
- (2) Thì hiện tại hoàn thành : The manager has sent a memo to all distributors.
- (3) Thì hiện tại tiếp diễn : The manager is sending a memo to all distributors.
- (4) Thì tương lai đơn : The manager will send a memo to all distributors.

Câu chủ động nghĩa là "chủ ngữ làm ~" nên luôn có túc từ.

2. Hình thức câu bị động

chủ ngữ + động từ

- (1) Thì quá khứ đơn : A memo was sent to all distributors by the manager.
- (2) Thì hiện tại hoàn thành : A memo has been sent to all distributors by the manager.
- (3) Thì hiện tại tiếp diễn : A memo is being sent to all distributors by the manager.
- (4) Thì tương lai đơn : A memo will be sent to all distributors by the manager.

Túc từ của câu chủ động trở thành chủ ngữ trong câu bị động, nghĩa là "chủ ngữ bị ~", nên câu bị động không có túc từ. Do đó, bạn có thể đoán nhanh câu chủ động và câu bị động thông qua sự tồn tại của túc từ.

Quick Quiz

- 1. Please remember that all application materials should _____ by next Friday.
(A) send (B) be sending (C) be sent (D) sending
- 2. Money refunds will _____ into your account within 7 days of your claim.
(A) deposited (B) to deposit (C) depositing (D) be deposited

Point 2 Câu mệnh lệnh bắt đầu bằng động từ nguyên mẫu

Câu bắt đầu bằng động từ nguyên mẫu (không có chủ ngữ) được gọi là câu mệnh lệnh.

If you need any assistance, contact one of our financial assistants.

Mệnh đề điều kiện động từ nguyên mẫu túc từ

Chú ý – Cách điền vào chỗ trống ở vị trí động từ

* Nếu có khoảng trống ở vị trí động từ thì ta cần theo các bước sau:

- ① Xác định xem sau động từ đó có túc từ hay không
- ② Nếu có túc từ thì dùng thể chủ động, nếu không thì dùng thể bị động
- ③ Xem xét sự hòa hợp giữa chủ ngữ và động từ để chọn động từ thích hợp nhất

* Nếu không có chủ ngữ trước vị trí động từ cần tìm thì đây chính là câu mệnh lệnh

- ① Xem xét sự tồn tại của túc từ xác định được đây là thể chủ động hay bị động
- ② Xem xét sự tồn tại của chủ ngữ trước động từ xác định được đây là câu thường hay câu mệnh lệnh

Quick Quiz

3. Before entering the laboratory, please _____ to present your identification.

- (A) remembering (B) remember (C) remembrance (D) to remember

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Though a great deal of money had _____, the project was a failure.
 (A) invested (B) be invested (C) been invested (D) invest

2. Public buildings throughout the country will soon _____ a no-smoking policy.
 (A) implement (B) implementation (C) be implemented (D) implementing

3. It is a great pleasure to inform you that your company has _____ as our new supplier.
 (A) selecting (B) selected (C) be selected (D) been selected

4. If you require additional information, _____ one of our sales representatives.
 (A) contacting (B) contact (C) contacts (D) contacted

5. Because of a mechanical problem, the replacement parts could not _____ by tomorrow.
 (A) shipped (B) be shipped (C) be shipping (D) ship

6. A special luncheon will be held in honor of the sales department, which has _____ monthly sales goals.

- (A) reached (B) been reached (C) reaching (D) reaches
 7. According to a new policy, overnight camping in all national parks is no longer _____.
 (A) permits (B) permitting (C) permitted (D) permission

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong thông báo sau đây.

Enrollment policies:

Requests to withdraw from a course must _____ in writing via email before your allotted

8. (A) receive

(B) be receiving

(C) receiving

(D) be received

time has expired.

_____ an email to registration@utniversity.edu requesting a withdrawal.

9. (A) Sending

(B) Send

(C) To send

(D) Sends

You will need to include your name, the course title and the course section number. Following the proper withdrawal procedure will ensure an appropriate grade assignment.

No extensions will _____ for this course.

10. (A) grant

(B) have granted

(C) be granted

(D) have been granting

Point 1 usually / always / every ~

1. Trạng từ chỉ thời gian diễn tả thì hiện tại đơn

Khi diễn tả một sự việc lặp đi lặp lại, một thói quen hay một sự thật hiển nhiên, ta thường dùng thì hiện tại đơn.

- **usually** (thường), **always** (luôn luôn): diễn tả thói quen
- **every day** (mỗi ngày), **every year** (mỗi năm): diễn tả thời quen

hoặc sự việc lặp đi lặp lại

It usually takes 5 hours to get to Bangkok from Seoul.

Thường mất 5 giờ để đi từ Seoul đến Bangkok.

* Lưu ý: Thì hiện tại đơn không diễn tả hành động chỉ diễn ra trong thời điểm hiện tại.

Point 2 last ~ / past ~ / ago

1. Trạng từ chỉ thời gian diễn tả thì quá khứ đơn

Những trạng từ chỉ thời gian như last, past, ago thường dùng cho thì quá khứ đơn.

Because we sent the product a week ago, it will soon arrive.

Vì chúng tôi đã gửi sản phẩm đi cách đây một tuần nên giờ sản phẩm đó sắp đến nơi rồi.

Quick Quiz

1. We usually _____ some money to help poor students in this area.

- (A) donated
- (B) donate
- (C) will donate
- (D) are donating

2. Mr. Richmond _____ our company five years ago.

- (A) will join
- (B) joins
- (C) joined
- (D) has joined

Point 3 since / for the last ~

1. Trang từ chỉ thời gian diễn tả thì hiện tại hoàn thành

(1) since

Nghĩa là từ ~, diễn tả khoảng thời gian kéo dài từ một thời điểm cụ thể trong quá khứ đến hiện tại, dùng cho thì hiện tại hoàn thành.

The company has hired more than 20 sales personnel since last month.

Công ty đã thuê hơn 20 nhân viên bán hàng kể từ tháng trước.

* Sau since là một thời điểm cụ thể trong quá khứ.

(2) for the last ~

for the last ~ nghĩa là trong ~ qua. Ví dụ for the last 5 years nghĩa là trong 5 năm qua.

Nhưng cụm từ có ý nghĩa tương tự: in the last ~, over the last ~, over the past ~. Tất cả

các cụm từ này đều được dùng với thì hiện tại hoàn thành.

We have received many complaints about our products for the last few weeks.

Chúng ta đã nhận nhiều lời than phiền về sản phẩm của chúng ta trong mấy tuần vừa qua.

Point 4 next ~ / tomorrow

1. Trang từ chỉ thời gian diễn tả thì tương lai

next ~ (~ tomorrow (ngày mai)) diễn tả thời gian ở tương lai và được dùng với thì tương lai "will + động từ nguyên mẫu".

Effective next month, Mr. Suzuki will be in charge of the accounting department.

Kể từ tháng tới, ông Suzuki sẽ phụ trách phòng kế toán.

Quick Quiz

3. The wages for construction workers _____ steadily over the past few years.

(A) rose (B) risen (C) have risen (D) rise

4. An opening ceremony _____ tomorrow at 10 A.M. in Marian Hall.

(A) held (B) has been held (C) will be held (D) is held

Trong mệnh đề trạng ngữ chỉ thời gian và chỉ điều kiện, ta không dùng thì tương lai

Point 1

1. Liên từ của mệnh đề trạng ngữ chỉ thời gian

when (khi), before (trước khi), after (sau khi), as soon as (ngay khi), while (trong khi)

Please don't forget to turn off the computer before you leave the office.
Xin anh/chị đừng quên tắt máy tính trước khi rời văn phòng.

Leave the office (rời văn phòng) là một hành động tương lai, nhưng vì nó nằm trong mệnh đề trạng ngữ chỉ thời gian nên ta chỉ dùng thì hiện tại, không dùng thì tương lai cho động từ leave.

2. Liên từ của mệnh đề trạng ngữ chỉ điều kiện

once (một khi), if (nếu), unless (trừ phi)

If you return this survey, we will give you a 10% discount coupon.
Nếu anh/chị gửi lại bản khảo sát này, anh/chị sẽ nhận được một phiếu giảm giá 10%.

Return this survey (gửi lại phiếu khảo sát) là một hành động tương lai, nhưng vì nó nằm trong mệnh đề trạng ngữ chỉ điều kiện nên ta chỉ dùng thì hiện tại, không dùng thì tương lai cho động từ return.

* Trong mệnh đề trạng ngữ chỉ thời gian và chỉ điều kiện, ta dùng thì hiện tại đơn thay cho thì tương lai, thì hiện tại hoàn thành thay cho thì tương lai hoàn thành.

Quick Quiz

1. If you _____ any help to organize the meeting, please don't hesitate to ask me.
(A) needs (B) needed (C) will need (D) need

Point 2
Những trường hợp dùng động từ nguyên mẫu mà không liên quan tới thì

1. Trong mệnh đề **that** theo sau những động từ chỉ yêu cầu, mệnh đề **lệnh**, **đề nghị**, **cần thiết**, ta luôn dùng động từ nguyên mẫu dù hành động đó ở hiện tại, quá khứ hay tương lai.

request, recommend, suggest, insist + **that** + chủ ngữ + động từ nguyên mẫu

The accounting manager **requested that** all budget reports **be submitted** by Friday.
 Trưởng phòng kế toán yêu cầu tất cả các báo cáo ngân sách phải được nộp trước thứ sáu.

2. Những tình từ chỉ sự cần thiết cũng dùng với động từ nguyên mẫu.

It is imperative, essential, important, necessary + **that** + chủ ngữ + động từ nguyên mẫu

It is imperative that the facilities in the plant **be checked** regularly.

Tất cả trang thiết bị trong nhà máy cần phải được kiểm tra thường xuyên.

Tóm lại, trong mệnh đề **that** theo sau động từ hay tính từ chỉ sự cần thiết, yêu cầu, mệnh đề **lệnh**, **đề nghị**, động từ luôn ở dạng nguyên mẫu dù hành động đó ở hiện tại, quá khứ hay tương lai.

Quick Quiz

2. The system engineer has requested that the existing computer system _____ as soon as possible.
 (A) upgrades (B) is upgraded (C) be upgraded (D) upgraded

Point 3 Chức năng của động từ nguyên mẫu có to

1. Dùng làm trạng từ chỉ mục đích

Động từ nguyên mẫu có to (to provide) có tác từ là better service, được dùng làm trạng từ chỉ mục đích (để phục vụ khách hàng tốt hơn).

To provide better service, we receive feedback from our customers.

Để phục vụ khách hàng tốt hơn, chúng tôi nhận ý kiến phản hồi từ phía khách hàng.

2. Dùng làm chủ ngữ thật và túc từ thật cho câu có đại từ it

(1) Khi chủ ngữ quá dài, người ta thường dùng chủ ngữ giả it. Lúc này, chủ ngữ thật là mệnh đề danh ngữ thật hoặc động từ nguyên mẫu có to.

chủ ngữ thật

it is impossible for our team to meet the deadline.

Nhóm chúng tôi không thể hoàn thành đúng hạn được.

(2) Khi túc từ quá dài, người ta thường dùng túc từ giả it. Lúc này, túc từ thật là động từ nguyên mẫu có to.

This software program made it possible to reduce production time.

túc từ giả

Chương trình phần mềm này có thể giúp (chúng ta) giảm thời gian sản xuất.

Quick Quiz

3. In almost every business, it is really imperative _____ responsive to customers' needs.
(A) to be (B) being (C) is (D) that

1. Phân biệt danh từ và danh động từ

Danh động từ có chức năng là danh từ trong câu và có thể đóng vai trò làm túc từ. Danh động từ khác danh từ ở các điểm sau:

- (1) Danh động từ không có mạo từ như danh từ.
- (2) Danh động từ có thể có túc từ theo sau (thường là danh từ), trong khi bản thân danh từ thì không có túc từ.

Danh động từ The management has decided to discontinue producing lady's hats.

Ban điều hành quyết định ngưng sản xuất nón cho phái nữ.
 * producing là túc từ của động từ discontinue, nhưng bản thân producing lại cũng có một túc từ theo sau (lady's hats)

Danh từ The management has decided to discontinue production of lady's hats.

* production là túc từ của động từ discontinue, sau nó là giới từ of. Production là danh từ nên không có túc từ theo sau.

Quick Quiz

4. It is expected that we will begin _____ our new line of portable printers next month.
 (A) production (B) productive (C) producing (D) produce

Point 5 Một số vấn đề khác về động từ

1. Các cấu trúc đi với động từ nguyên mẫu có to

- be going to do
- be able to do
- be sure to do
- so as to do
- be liable to do
- be delighted to do
- be supposed to do
- be reluctant to do
- would like to do
- hesitate to do
- be eligible to do
- be unable to do
- in order to do
- feel free to do
- be pleased to do
- be likely to do
- be designed to do
- be willing to do
- be ready to do

2. Các động từ đi với động từ nguyên mẫu có to

- propose / intend / plan / decide / fail to do
- want / wish / hope to do

3. Các danh từ đi với động từ nguyên mẫu có to

- ability / right / way / need to do

4. Các cấu trúc đi với danh động từ

- be capable of ~ing
- have difficulty ~ing
- upon ~ing
- be committed to + Noun/~ing
- be entitled to + Noun
- * Ở đây, to là giới từ nên sau to là danh từ hoặc danh động từ.
- succeed in ~ing
- be busy ~ing
- be devoted to + Noun
- look forward to + Noun/~ing

5. Động từ đi với danh động từ

- consider / discontinue / avoid / finish / suggest / include / keep ~ing

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Early last week, the city council formally _____ the downtown renewal project.
(A) approved (B) will approve (C) approves (D) has approved
2. After considerable effort, the company has succeeded in _____ the new environment-friendly home appliances.
3. If commercial banks _____ mortgage rates, many households will have difficulty in repaying interest.
(A) will raise (B) raise (C) to raise (D) raising
4. It is important for security guards _____ the security guidelines while they are on duty.
(A) following (B) to follow (C) followed (D) follow
5. Some technical support workers _____ at the headquarters to learn how to operate the new network access system over the past two months.
(A) trained (B) have trained (C) have been trained (D) are trained
6. The newly installed security system requires that every user _____ the four-digit access number.
(A) have (B) to have (C) having (D) has
7. Construction workers are responsible for _____ their own equipment and tools.
(A) provides (B) providing (C) provided (D) provision

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong mẫu quảng cáo sau đây.

**Want to sell your property?
Why only sell to local buyers?**

International-Properties.com offers the first international private property sales service. Our bilingual sales team enables the International-Properties.com network to sell your property directly to our database of international clients.

If you _____ to sell your property internationally, we will be the best choice.

8. (A) will plan

(B) plans

(C) plan

(D) planned

We _____ working as a specialist for international property over the past 20 years.

9. (A) were

(B) have been

(C) are

(D) will be

By _____ your property description to International-Properties.com, your ad will be

10. (A) provide

(B) provision

(C) providing

(D) provided

promoted on our network until the sale of your property.

Ghi chú chỉnh sửa lựa chọn sai



Grammar Review Test 1 (Unit 1~3)

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. The new managing director _____ a more effective management structure.
(A) propose (B) proposed (C) proposal (D) proposing
2. The weather _____ for tomorrow is partly cloudy with a chance of slight rain.
(A) forecasts (B) forecasted (C) forecasting (D) forecast
3. J&B Co. will be _____ its new line of home appliances next month.
(A) introduce (B) introducing (C) introduces (D) introduced
4. Mr. Radford, the plant manager, recently _____ a tour of the production plant for visitors from Japan.
(A) conduct (B) conducted (C) to conduct (D) will conduct
5. _____ the personnel department directly if you have any questions regarding your benefits.
(A) Contacting (B) Contacts (C) To contact (D) Contact
6. The monthly business meeting which is hosted by the president _____ an important role in exchanging ideas.
(A) play (B) plays (C) playing (D) to play
7. All requests for office supplies should be _____ to Mr. Park by noon.
(A) submitting (B) submit (C) submitted (D) submission
8. The company announced that it plans to _____ several properties to expand its business.
(A) acquire (B) acquired (C) acquiring (D) acquires
9. Though many restaurants in the area offer an extensive dinner menu, the quality of service _____ considerably.
(A) varies (B) vary (C) various (D) variety
10. To attract customers, discounted items should _____ at the front of the store.
(A) have displayed (B) displays (C) displaying (D) be displayed

11. The consulting firm is in the process of _____ new marketing strategies for our new products.

- (A) establish (B) establishes (C) establishment (D) establishing

12. Mr. Evan has _____ that the contract with Value Software Co. be renewed.

- (A) suggest (B) suggestion (C) suggested (D) suggesting

13. After the current fiscal year, the management _____ the construction of overseas manufacturing plants.

- (A) discontinued (B) will discontinue (C) have discontinued (D) to discontinue

14. Free admission _____ for the city music festival are available upon request.

- (A) ticket (B) tickets (C) ticketing (D) ticketed

15. The orphanage would like to thank people for their donations that were _____ to it.

- (A) delivers (B) delivering (C) delivery (D) delivered

16. Sales reports show that our brand of seasonal products _____ very well right now throughout the country.

- (A) selling (B) sold (C) is selling (D) are sold

17. Before you _____ a new study, be sure to properly file the documents from the previous one.

- (A) begin (B) beginning (C) will begin (D) began

18. Managers should know the importance of _____ a productive working environment.

- (A) creation (B) creative (C) creating (D) creates

19. An increasing school age population _____ that there will be a need for more teachers.

- (A) imply (B) was implied (C) implies (D) have implied

20. Many companies have requested that regulations on foreign investments _____ lifted gradually.

- (A) are (B) is (C) be (D) to be

Part VI: Chọn đáp án đúng cho câu 21 ~ 23 trong thông báo sau đây.

Share your views on immigration

Are you feeling the impact of immigration?

What is life like for an illegal immigrant who _____ in the USA, and for others in the

21. (A) live
(B) lives
(C) living
(D) life

communities where he or she works and lives?

We're interested in hearing your experiences. Send comments to editor@immigration.com or fax to 703-854-2053.

Please _____ your contact number, city and state for verification purposes.
22. (A) included
(B) inclusion
(C) include
(D) includes

Comments will _____ for an ongoing conversation in letters and online.
23. (A) consider
(B) have considered
(C) considering
(D) be considered

Part VI: Chọn đáp án đúng cho câu 24 ~ 26 trong thông báo sau đây.

Community Events Sponsorship Guidelines

Thank you for your interest in community events sponsorship. Please see the addresses below for submission of sponsorship requests. Proposals will be evaluated until March 1 for that particular year.

All _____ for this year have been collected.

24. (A) funds

(B) funding

(C) fund

(D) funded

Proposals for the next year _____ evaluated beginning October 7th.

25. (A) have

(B) will be

(C) is

(D) will

_____ a proposal for event sponsorship, please send it to:

26. (A) Submit

(B) Submission

(C) To submit

(D) Submitted

Community Events Sponsorships

435 N. Michigan Ave.

Chicago, IL 60611

Unit 4. Vị trí của danh từ và đại từ

Point 1
Danh từ làm chủ ngữ

1. Đứng đầu câu

Negotiations for the proposed merger are going well.
 danh từ chủ ngữ
 động từ

Các cuộc thương lượng về việc sáp nhập được đề xuất đang tiến triển tốt đẹp.

Point 2
Danh từ làm túc từ

1. Nếu danh từ làm túc từ thì nó đứng sau động từ, bổ nghĩa cho động từ

All employees are required to submit receipts to verify travel expenses.
 danh từ động từ túc từ

Tất cả các nhân viên đều được yêu cầu nộp biên lai để chứng minh mình công tác phí.

2. Danh từ làm túc từ của giới từ, đứng sau giới từ

Sau giới từ luôn luôn có danh từ, danh từ này được gọi là túc từ của giới từ.

There will be a guided tour for visitors every three hours.
 danh từ giới từ túc từ

Cứ mỗi 3 tiếng đồng hồ thì có một chuyến tham quan có hướng dẫn dành cho du khách.

Point 3 Danh từ đứng sau mạo từ và tính từ sở hữu

1. Danh từ đứng sau mạo từ (a/an/the)

We will be able to offer our customers better service after the implementation of the revised return policy.

Chúng ta sẽ có thể phục vụ khách hàng tốt hơn sau khi áp dụng chính sách cải tiến về việc đổi hàng đã mua.

2. Danh từ đứng sau tính từ sở hữu

Ms. Wesley was honored for her service for more than 20 years.

tính từ sở hữu danh từ

Cô Wesley được vinh danh vì cô ấy đã làm việc cho công ty trong hơn 20 năm.

Quick Quiz

1. _____ for the new plant will begin next week.
(A) Construct (B) Construction (C) Constructive (D) Constructively
2. Downtown stores will be closed on Monday in _____ of Independence Day.
(A) observe (B) observer (C) observing (D) observance
3. To take a day off, you need to get your supervisor's _____.
(A) approve (B) approval (C) approved (D) approving

1. Danh từ gốc và đại từ

Point 1 Tìm danh từ gốc (danh từ được đại từ thay thế)

Đại từ được dùng để thay thế cho danh từ, nhằm tránh sự lặp lại danh từ đó. Việc xác định xem đại từ trong câu thay thế cho danh từ nào là kỹ năng rất quan trọng mà bài thi TOEIC đánh giá.

Danh từ gốc	Đại từ
Số nhiều (cả người và vật)	they
Vật	it
Người (nam)	he
Người (nữ)	she

PIA Investment Inc. announced that it will invest more in emerging markets.

danh từ gốc số ít, chỉ vật —————> đại từ

Công ty PIA Investment thông báo là họ sẽ tăng cường đầu tư vào các thị trường mới nổi.

Point 2 Xác định vị trí của đại từ

1. Chức năng và vị trí của đại từ

Đại từ thay thế cho danh từ nên nó cũng có vai trò là chủ ngữ và túc từ giống như danh từ. Đại từ biến đổi dạng thức tùy theo chức năng và vị trí của nó.

Vị trí	Danh từ	Chủ ngữ	Túc từ
		I he she we it they	me him her us it them

Point 3 Cách dùng đại từ those

1. Phân biệt đại từ that và those

(1) Đại từ that thay thế cho danh từ số ít

This year's pay raise is similar to that of last year.

Dùng that để tránh lặp lại pay raise

Mức tăng lương năm nay bằng với mức tăng năm ngoái.

(2) Đại từ those thay thế cho danh từ số nhiều

Profit margins for this quarter are far better than those of last quarter.

Dùng those để tránh lặp lại profit margins

Lợi nhuận quý này khá hơn mức đạt được ở quý trước.

2. Đại từ those đi cùng với đại từ quan hệ who

Đại từ those trong cụm those who nghĩa là những người

For those who reserve early, additional discounts will be given.

Lưu ý những đại từ khác (như he, she, they, that, ...) không dùng trước đại từ quan hệ.

Những ai đặt sớm sẽ được giảm giá nhiều hơn.

Quick Quiz

- All customers are invited to complete the customer satisfaction survey to give _____ opinions about our service and products.
(A) its (B) her (C) his (D) their
- In case of an emergency, contact _____ at the number listed below.
(A) we (B) our (C) us (D) ours
- We are proud that the quality of our service is far better than _____ of our competitors.
(A) those (B) that (C) they (D) them

Point 4 Dải từ another và the other

1. another một cái khác (trong số nhiều cái)

There is a fee to transfer funds from one account to another.
nghĩa là một tài khoản khác
Nếu muốn chuyển tiền từ tài khoản này sang tài khoản khác thì phải tốn phí.

2. the other cái còn lại

Of the three meeting rooms, two are already reserved while the other is available.
nghĩa là phòng họp còn lại
Trong số ba phòng họp thì người ta đã đặt hai phòng, chỉ còn lại một phòng.

Quick Quiz

4. Because two of the three construction plans are unacceptable, _____ will be considered.
(A) other (B) another (C) the other (D) others

1. Đại từ phản thân được dùng khi chủ ngữ và túc từ đồng nhất

He introduced himself to the students.

he và himself cùng chỉ về một người

Ông ấy tự giới thiệu mình với sinh viên.

• Đại từ phản thân

I - myself	he - himself	she - herself	it - itself
you - yourself	they - themselves	we - ourselves	

2. Các cụm từ thường gặp với đại từ phản thân

Ms. Helen prefers to travel by herself around the world.

Cô Helen thích một mình đi du lịch vòng quanh thế giới.

by oneself (mỗi mình (= alone) for oneself cho chính ai of itself của chính nó

3. Lối dùng nhân mạnh có thể được lược bỏ

The director will pick you up from the airport (himself).

nghĩa là "chính ông ấy", có thể lược bỏ

Chính giám đốc sẽ đi đón anh / chị ở sân bay.

Quick Quiz

5. The president _____ welcomed the delegates at the airport.
(A) him (B) his (C) he (D) himself

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. To renew your license, please present two forms of _____.
 (A) identify (B) identification (C) identifiable (D) identified
2. Most of the start-up companies spend a relatively high percentage of _____ budgets on advertising costs.
 (A) they (B) their (C) them (D) theirs
3. Because all members were busy doing their work, the sales manager had to finish the sales report by _____.
 (A) him (B) his (C) himself (D) he
4. The company will discontinue _____ of the assembly line.
 (A) operational (B) operate (C) operation (D) operated
5. Priority will be given to _____ who do not have any previous experience in this field.
 (A) they (B) those (C) him (D) that
6. Please be sure to keep all receipts and submit _____ with your claim for reimbursement.
 (A) they (B) their (C) them (D) themselves
7. You need to type the password when you want to send a document from your computer to _____.
 (A) other (B) each other (C) the other (D) another

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong mẫu quảng cáo sau đây:

Welcome

Our mission is to promote and protect the health and _____ of all residents.

8. (A) safe

(B) safely

(C) safety

(D) safer

From birth throughout life, we can help enrich and protect the lives of the people of _____

9. (A) we

(B) ours

(C) us

(D) our

state.

We offer programs that deal with complex social, economic and individual issues.

_____ range from Medicaid to food stamps, child protection to disease prevention.

10. (A) They

(B) He

(C) It

(D) There

Last year, we helped almost 340,000 people in our state, one out of every four state residents.

Unit 5. Vị trí của tính từ và

Nắm vững TOEIC Grammar cơ bản

tràng từ

Point 1
Tính từ bổ nghĩa cho danh từ

Trong tiếng Anh, chỉ có tính từ mới bổ nghĩa cho danh từ. Tính từ thường đứng trước danh từ.

We are preparing an aggressive marketing campaign for our new product.

tính từ danh từ

Chúng tôi đang chuẩn bị một chiến dịch tiếp thị nhằm rõ cho sản phẩm mới của chúng tôi.

Point 2

Tính từ bổ nghĩa cho chủ ngữ

Trong câu, sau động từ thường là túc từ. Tuy nhiên, một số động từ chỉ trạng thái của chủ ngữ (như be/become/remain) thì không có túc từ đứng sau. Đứng sau những động từ này thường là tính từ có chức năng bổ nghĩa cho chủ ngữ.

The new plant will become operational next month.
động từ tính từ bổ nghĩa cho chủ ngữ
Nhà máy mới sẽ đi vào hoạt động vào tháng tới.

Chủ ngữ

be become + remain
Chủ ngữ + tính từ =
Chủ ngữ trở nên (trạng thái)
Chủ ngữ vẫn còn (trạng thái)

Quick Quiz

1. During his _____ visit to the LA office, Mr. Levin met regional managers.
(A) recently (B) recent (C) recentness (D) recency
2. You need to develop your communication skills to remain _____.
(A) compete (B) competition (C) competitively (D) competitive

Point 1 Trạng từ bổ nghĩa cho tất cả các từ loại (tính từ, trạng từ, động từ) ngoại trừ danh từ

1. Trạng từ bổ nghĩa cho tính từ

Our products are heavily dependent on domestic consumption.

trạng từ tính từ

Sản phẩm của chúng tôi phụ thuộc rất lớn vào mức tiêu dùng nội địa.

2. Trạng từ bổ nghĩa cho động từ

(1) Đừng trước động từ, bổ nghĩa cho động từ

Our lawyers thoroughly examine the conditions of the contract.

trạng từ động từ

Luật sư của chúng tôi kiểm tra kỹ lưỡng các điều kiện trong hợp đồng.

(2) Đừng giữa các động từ, bổ nghĩa cho động từ

The hotel is conveniently located downtown.

be trạng từ quá khứ phân từ (câu bị động)

Khách sạn nằm ở vị trí thuận tiện ngay khu trung tâm.

Quick Quiz

1. Interest rates will _____ rise by several percentage points.

(A) probable

(B) probability

(C) prove

(D) probably

Point 2 Trạng từ bổ nghĩa cho động từ

1. Trạng từ đứng cuối một câu hoàn chỉnh, bổ nghĩa cho động từ

Before you install this software, please read the directions carefully.

carefully bổ nghĩa cho read

Trước khi cài đặt phần mềm này, xin vui lòng đọc kỹ hướng dẫn.

2. Trạng từ đứng sau nội động từ, bổ nghĩa cho nội động từ

Nhưng động từ đi kèm với giới từ mà không có túc từ được gọi là nội động từ. Trong trường hợp này, trạng từ đứng giữa nội động từ và giới từ.

You need to respond promptly to questions from customers.

promptly bổ nghĩa cho respond

Anh/chi cần trả lời các câu hỏi của khách hàng ngay tức khắc.

Chú ý - Một số cum từ đồng từ - trạng từ phổ biến

travel regularly	increase dramatically	work collaboratively	react calmly to delays	speak clearly to the audience	leave promptly for Singapore
grow rapidly	decrease slightly	meet frequently with-	rely heavily on tourism	communicate easily with-	

Quick Quiz

- Due to the financial constraints, the company had to reduce its travel budget _____.
(A) substantial (B) substance (C) substantiate (D) substantially
- The population of this city has decreased _____ for the last few months.
(A) slight (B) slightly (C) slighthness (D) slighted

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Sam, the marketing director, has been known for presenting many _____ advertising ideas.
 - (A) creation
 - (B) creator
 - (C) creating
 - (D) creative
2. Evaluation forms are _____ placed outside the doors so that you can pick them up as you leave.
 - (A) convenience
 - (B) conveniently
 - (C) convenient
 - (D) convene
3. This new automatic ordering system is designed to help customers place their orders more _____ regardless of time and location.
 - (A) quick
 - (B) quickly
 - (C) quickness
 - (D) quickest
4. Patrick Simmons is _____ for both recruiting new sales personnel and training them.
 - (A) responsible
 - (B) responsibly
 - (C) responsibility
 - (D) responsibilities
5. Because the train leaves _____ at 7:00, ticket holders should board before 6:50.
 - (A) prompt
 - (B) promptness
 - (C) promptly
 - (D) prompted
6. Should you need any technical assistance with the computer system, please notify technical support staff in a _____ manner.
 - (A) time
 - (B) timely
 - (C) timing
 - (D) times
7. Mr. Osman travels _____ for business to find out new investment opportunities throughout the world.
 - (A) regularly
 - (B) regularities
 - (C) regular
 - (D) regulate

The Keys to Great Sales Presentations

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong bài đọc sau đây.

If your business depends _____ on selling products or services to other firms,

8. (A) heavy
(B) heavily
(C) heaviness
(D) heavier

then you and your staff need to make great sales presentations.

Here's how to make presentations that show _____ clients exactly what your company

9. (A) prospectively

- (B) prospect
(C) prospects
(D) prospective

can do for them.

* Rehearse every aspect of your presentation.

* Read in front of a mirror to practice eye contact.

* Rehearse in front of a friend or colleague who can offer _____ criticism.

10. (A) construction

- (B) constructive
(C) constructively
(D) construct

Ghi chú chỉnh sửa lựa chọn sai



Unit 6. Tính từ chỉ số lượng/so sánh/phân từ

Point 1 Tính từ chỉ số lượng "một" đi cùng với danh từ số ít

1. a/an một

A new security system will be installed next week.
 Hệ thống an ninh mới sẽ được lắp đặt vào tuần tới.
 mạo từ bất định + danh từ số ít

2. another một cái khác

We need to find another distributor who is willing to sell our products.
 Chúng ta cần một nhà phân phối khác sẵn sàng bán sản phẩm của chúng ta.
 another + danh từ số ít

3. each mỗi, every mỗi, mọi

Every employee should enter the access code to enter the building.
 Mỗi nhân viên phải nhập mã số mới có thể vào tòa nhà.
 every + danh từ số ít

Quick Quiz

1. Interview schedules were sent to each job _____ by email.
 (A) applicants
 (B) apply
 (C) applying
 (D) applicant

Tính từ chỉ số lượng đi cùng với danh từ số nhiều: many, those, these, several

Point 2

1. many (= a number of) *nhieu*

You have to consider many factors before you start your own business.

many + danh từ số nhiều

Bạn phải cân nhắc nhieu yếu tố trước khi mở một doanh nghiệp của chính mình.

2. these *những cái này*, those *những cái đó*

We need to complete those reports by Friday.

those + danh từ số nhiều

Chúng ta cần phải làm xong các bản báo cáo đó trước thứ sáu.

3. several *một vài*

Several inspectors were sent to the factory to examine the facility.

Several + danh từ số nhiều

Vài thành tra viên sẽ được cử đến công ty để xem xét các máy móc thiết bị.

* few nghĩa là ít và a few nghĩa là *một vài* cũng đứng trước danh từ số nhiều

There are few mistakes in Kathy's report.

There are a few mistakes in Kathy's report.

Quick Quiz

2. We have received many _____ for our new products since last week's advertisement.
(A) request (B) requesting (C) requests (D) requested

Point 3 So sánh bằng và so sánh tương đối

1. So sánh bằng: as + tính từ + as (... như ~)

Jason usually makes as many mistakes as his colleagues.
as + tính từ + as
Jason thường mắc nhiều lỗi cũng như những đồng nghiệp của anh ấy.

2. So sánh tương đối: more + tính từ + than / tính từ + -er + than (... hơn ~)

Taking the subway is faster than any other available method.
tính từ + -er + than
Đi xe điện ngầm thì nhanh hơn bất kỳ phương tiện sẵn có nào khác.

Point 4 So sánh tuyệt đối

1. So sánh tuyệt đối: the most + tính từ / the + tính từ + -est (... nhất)

The advertising team has demonstrated the highest productivity in recent years.
the + adj + -est
Nhóm phụ trách quảng cáo đã thể hiện năng suất cao nhất trong những năm gần đây.
We offer the most comprehensive medical service in this area.
the most + adj
Chúng tôi cung cấp dịch vụ y tế toàn diện nhất trong khu vực này.

Quick Quiz

- We have experienced more production problems _____ we originally predicted.
(A) as (B) whether (C) than (D) or
- Our company has a reputation of offering our customers the _____ selection of briefcases in the marketplace.
(A) wider (B) widest (C) more widely (D) most widely

Loại danh từ		Tình từ chỉ số lượng	
Đếm được	Số nhiều	many (= a number of) nhiều several một vài these / those những cái này/những cái kia few / a few ít, vài/một vài	
	Số ít	a / an một another một cái khác each mỗi every mọi, mọi	
Không đếm được		much nhiều little / a little ít/một ít	
Cả hai		this / that + danh từ số ít / danh từ không đếm được other + danh từ số nhiều / danh từ không đếm được a lot of / lots of / plenty of + danh từ số nhiều / danh từ không đếm được some / most / all + danh từ số nhiều / danh từ không đếm được	

Tuy loại danh từ (số ít, số nhiều, đếm được, không đếm được) ta dùng các tình từ chỉ số lượng khác nhau.

Giữ chủ đề - 2 Danh từ và tình từ chỉ số lượng

Y nghĩa		So sánh bằng		So sánh tương đối		So sánh tuyệt đối	
Cấu trúc	as ~ as as reliable as	... như ~ [A = B]	... hơn ~ [A > B]	nhất	1. Tính từ có một âm tiết đi cùng với -er tạo thành so sánh tương đối và đi với the most tuyệt đối.	2. Đa số tính từ có hai âm tiết trở lên đi cùng với more tạo thành so sánh tương đối và đi với the most tuyệt đối.	* Luôn dùng more / most để tạo thành so sánh tương đối và so sánh tuyệt đối cho trạng từ.

* Các hình thức so sánh tương đối và so sánh tuyệt đối đặc biệt

good - better - best
well - better - best
many - more - most
few - fewer - fewest / little - less - least

Point 1 Tính từ chỉ số lượng đặc biệt

1. Tính từ chỉ số lượng **other** đứng trước danh từ đếm được số nhiều và danh từ không đếm được.

Maps and **other** resources for tourists are available from the tourist information center.

other + danh từ đếm được số nhiều

Bản đồ và các nguồn tài liệu cho du khách có sẵn ở trung tâm thông tin về du lịch.

Workers are responsible for keeping and cleaning their tools and **other** construction equipment.

other

+ danh từ không đếm được

Công nhân có nhiệm vụ giữ gìn và lau chùi các dụng cụ của mình và các thiết bị xây dựng khác.

2. all (tất cả), most (hầu hết), some (một vài / một số) cũng đứng trước danh từ đếm được số nhiều và danh từ không đếm được.

Most participants expressed their satisfaction about this seminar.

most + danh từ đếm được số nhiều

Đã số người tham dự bày tỏ sự hài lòng của họ về buổi hội thảo.

Please submit all information that you have as soon as possible.

all + danh từ không đếm được

Xin nộp tất cả các thông tin mà anh / chị có càng sớm càng tốt.

Quick Quiz

1. Financial Times is offering all new new business magazine. 20% discounts to celebrate the launch of its

- (A) subscriber (B) subscribed (C) subscribe (D) subscribers

2. PDAs have become _____ more versatile devices than before.
(A) very (B) really (C) so (D) much

Quick Quiz

This new machine is much faster than the old one.
trạng từ nhân mạnh + so sánh hơn + so sánh hơn + than
Cái máy mới này chạy nhanh hơn nhiều so với máy cũ.

Trạng từ nhân mạnh câu trúc so sánh tương đối
Trạng từ nhân mạnh câu trúc so sánh tuyệt đối
much, even, still, far, a lot, by far
by far, quite

2. Trạng từ nhân mạnh câu trúc so sánh

Mua đồ đặc văn phòng mới rất tốn kém.
trạng từ + tính từ
It is very expensive to buy new office furniture.

1. Trạng từ nhân mạnh tính từ bình thường: very/quite

Point 2 Trạng từ nhân mạnh câu trúc so sánh

Point 3 Phân từ

Phân từ là một hình thức biến đổi của động từ, có chức năng như tính từ. Có 2 loại phân từ: hiện tại phân từ (present participle) và quá khứ phân từ (past participle). Hiện tại phân từ (có cấu trúc ~ing) mang nghĩa chủ động còn quá khứ phân từ (có cấu trúc ~ed / động từ bất quy tắc ở cột 3) mang nghĩa bị động.

1. Câu hỏi

Điền dạng đúng của động từ cho sẵn vào chỗ trống.

- (1) the _____ companies (participate tham gia)
(2) the _____ schedule (attach đính kèm)

2. Cách phân tích câu hỏi

Từ cần điền vào chỗ trống phải là tính từ. Nhưng ở đây, từ cho sẵn lại là động từ, nên từ cần điền vào chỗ trống phải là phân từ. Để xác định từ cần điền vào là hiện tại phân từ hay quá khứ phân từ, ta xem danh từ như là chủ ngữ của động từ cho sẵn. Nếu mang nghĩa chủ động, từ cần điền vào chỗ trống phải là hiện tại phân từ. Nếu mang nghĩa bị động, từ cần điền vào chỗ trống phải là quá khứ phân từ.

- (1) **Đặt companies làm chủ ngữ, participate làm động từ**
 nghĩa chủ động (công ty tham gia) hợp lý hơn
 từ cần điền vào chỗ trống là hiện tại phân từ **participating**
 the participating companies nghĩa là các công ty tham gia
- (2) **Đặt schedule làm chủ ngữ, attach làm động từ**
 nghĩa bị động (thời khóa biểu được đính kèm) hợp lý hơn
 từ cần điền vào chỗ trống là quá khứ phân từ **attached**
 the attached schedule nghĩa là thời khóa biểu được đính kèm

Quick Quiz

3. Because of financial concerns, our company decided to discontinue the _____ expansion project.
 (A) proposing (B) proposed (C) propose (D) proposal

1. Hai loại phân từ chỉ cảm xúc

Phân từ chỉ cảm xúc kết thúc bằng ~ing (như boring, exciting,...) được dùng để chỉ bản chất của một người hay một sự vật nào đó. Ngược lại, phân từ chỉ cảm xúc kết thúc bằng ~ed (như bored, excited,...) được dùng để chỉ một trạng thái tạm thời, thường là của một người nào đó do chịu sự tác động từ bên ngoài.

The test result was very disappointing.

disappointing (dạng trạng ngữ) chỉ bản chất của result (kết quả thi)

Kết quả thi rất đáng thất vọng.

He was very disappointed at the test result.

disappointed (thất vọng) chỉ trạng thái tạm thời của he (anh ấy) do kết quả thi gây nên
Anh ấy rất thất vọng về kết quả thi.

2. Các phân từ chỉ cảm xúc thường gặp

Dạng ~ing	Dạng ~ed
disturbing phiền loái	disturbed cảm thấy phiền loái, bị làm phiền
troubling làm phiền	troubled bực mình
frustrating gây bực mình	frustrated thích, quan tâm
interesting hay, thú vị	interested hứng thú
exciting thú vị	excited thất vọng
disappointing đáng thất vọng	disappointed phấn khởi
encouraging làm phấn khởi	encouraged thỏa mãn, thỏa lòng
satisfactory đủ lợi	satisfied cảm thấy thú vị
fascinating thú vị	fascinated Chi trạng thái cảm xúc tạm thời (thường chỉ người)

Quick Quiz

4. We finally decided to terminate the partnership because some of the terms of the contract were too _____ to accommodate.
(A) frustrating (B) frustration (C) frustrate (D) frustrated

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. For your convenience, our claims division will now open _____ weekday from 9 A.M. to 7 P.M.

- (A) every (B) few (C) a lot (D) many

2. Many job seekers consider internship experiences to be at least as valuable qualification _____ a degree in business.

- (A) than (B) more (C) as (D) most

3. Please contact your supervisor if you are _____ in the career development seminar.

- (A) interest (B) interested (C) interesting (D) interests

4. The admission fee for the new art museum is _____ more expensive than we expected.

- (A) far (B) well (C) quite (D) pretty

5. The architect had to revise the blueprint because it contained too much unusable _____.

- (A) space (B) spaced (C) spacious (D) spaces

6. The consultant believes that the _____ revisions to the ordering process will make it more cost-effective.

- (A) suggest (B) suggested (C) suggesting (D) suggestion

7. Please note that Del Electronics is not responsible for any damage which is caused by misuse, improper management, or _____ negligence.

- (A) the other (B) other (C) others (D) another

The Business Travel Channel II

Helping you find air travel, hotel accommodations, travel agencies and more!

Booking business travel is a complex process. Business owners often look to the Web for convenient ways to compare options and book quickly at the _____ rates.

8. (A) good
(B) better
(C) well
(D) best

But there are _____ categories to consider, including air travel, ground transportation,

9. (A) every
(B) many
(C) much
(D) that

limousines, shuttles, rail travel and others, so you'll want solutions geared to business in general and your business in particular.

Some of the business travel solutions you'll find here include _____ stay and corporate

10. (A) extend
(B) extending
(C) extended
(D) extensions

housing, rail travel and charter buses for your business.

Need travel arrangements fast on a budget? The Business Travel Channel can help you.

Part V: Chọn từ thích hợp điền vào chỗ trống.

- Several samples of office uniforms will be on display in the lobby for the _____ of the week.
- Safety experts stress that _____ inspections of the hospital facilities will ensure safety and proper functioning.
- The president of Alliance Investment Co. _____ announced the cancellation of its plan to expand its operation in Japan.
- The committee informed Mr. Yamamoto that _____ application cannot be accepted because he didn't submit the required documents.
- World Travel Co. is currently offering all new _____ two free round-trip airline tickets.
- Whenever the company introduces new products, its employees try the products _____ before marketing them.
- Taking a subway is faster _____ any other available method to get to the airport.
- Workers who work with hazardous materials should remember to be _____ and always wear protective clothing.
- Loan applications must be filled out _____ before being submitted to our loan office.
- Travelers are advised to make reservations for their trip before the _____ rate increase.

11. Of the two final candidates, one is reluctant to work abroad so _____ will be considered for the position.

- (A) others (B) the other (C) another (D) other

12. Ambition and diligence are the most important _____ of all successful businessmen.

- (A) characteristic (B) characterize (C) characterizing (D) characteristically

13. The system engineers work more efficiently as _____ began using the new technology.

- (A) themselves (B) them (C) their (D) they

14. To contend with increasing orders, we put an advertisement to hire _____ help.

- (A) addition (B) additions (C) additional (D) additionally

15. We are working with city officials to identify potential sites for the _____ public library.

- (A) proposing (B) proposed (C) propose (D) proposal

16. SIC Manufacturing Co. which has a 20% market share has become our _____ competitor.

- (A) strongly (B) strength (C) strongest (D) most strongest

17. Researchers from several chemical research institutions which will work _____ on this study will have a meeting.

- (A) collaboration (B) collaborates (C) collaboratively (D) collaborated

18. Our hotline service is available for _____ who are not satisfied with our products and services.

- (A) he (B) that (C) those (D) they

19. Financial experts agree that the nation's trade deficit is deeply _____ and will have a negative impact on the entire economy.

- (A) troubled (B) trouble (C) troubling (D) troubles

Ready to Market High-speed Internet Service

Part VI: Chọn đáp án đúng cho câu 20 ~ 22 trong bài báo sau đây.

The world's _____ retailer, Best Buy Stores Inc., is ready to market new high-speed

20. (A) larger
(B) largest
(C) large
(D) largely

Internet service. The high-speed internet service will be available at 570 Best Buy stores in 13 states.

Best Buy Stores Inc. has begun marketing the service at _____ Best Buy Connection

21. (A) their
(B) his
(C) her
(D) its

Center locations.

The Connection Centers are _____ areas within Best Buy stores that sell various

22. (A) specialize
(B) specializing
(C) specialized
(D) specialization

broadband and wireless services to customers.

Starting next month, trained Best Buy Connection Center employees will be able to help customers determine whether the service is available in their neighborhood as well as help them place orders for the high-speed internet service.

Part VI: Chọn đáp án đúng cho câu 23 ~ 25 trong bài báo sau đây:

Online Advertising

Online advertising is one of the most powerful components of any media campaign, and Adjournal is the _____ fit for companies of all sizes.

23. (A) perfection

(B) perfectly

(C) perfect

(D) perfected

No other site delivers a more influential local business audience _____ Adjournal.

24. (A) most

(B) than

(C) as

(D) more

With more than 3.2 million registered users, Adjournal has proven _____ to be an

25. (A) them

(B) itself

(C) it

(D) themselves

Industry leader among local business news websites.

Unit 7. Liên từ

Nắm vững TOEIC Grammar cơ bản

Point 1 Liên từ có chức năng liên kết

1. Liên từ có chức năng liên kết các mệnh đề trong câu

Nếu câu có hai hoặc hơn hai mệnh đề thì các mệnh đề đó phải được liên kết với nhau.

S + V + N + + S + V + N. ☐ cần có liên từ ở chỗ trống
S + V + N, S + V + N. ☐ cần có liên từ ở chỗ trống

Before the current contract is expired, we have to find another supplier.

liên từ chủ ngữ (1) động từ (1) chủ ngữ (2) động từ (2)

--- Dùng liên từ before để liên kết các mệnh đề trong câu

Trước khi hợp đồng hiện tại hết hạn, chúng ta phải tìm một nhà cung cấp khác.

2. Giới từ có chức năng liên kết các danh từ trong câu

S + V + N + + N. ☐ cần có giới từ ở chỗ trống
S + V + N, S + V + N. ☐ cần có giới từ ở chỗ trống

The company decided not to expand its production line, despite the rise in demand.

chủ ngữ động từ liên từ danh từ

--- Dùng giới từ despite để liên kết danh từ với một câu hoàn chỉnh

Công ty quyết định kinh doanh mở rộng dây chuyền sản xuất mặc dù nhu cầu tăng lên.

Quick Quiz

1. Tenants in the office building should call the custodian directly _____ problems with the heating occur.
(A) due to (B) about (C) if (D) then
2. We are sorry to inform you that the processing of your order will be delayed _____ a problem beyond our control.
(A) because (B) while (C) so (D) due to

Point 1 Liên từ trong mệnh đề trạng ngữ không ảnh hưởng đến cấu trúc câu

1. Một số liên từ trong mệnh đề trạng ngữ không ảnh hưởng đến cấu trúc câu

I - mệnh đề trạng ngữ I - mệnh đề chính

While I am away, you can contact my secretary for any urgent business.

Khi tôi đi vắng, anh có thể liên lạc với thư ký của tôi nếu có bất kỳ việc gì khẩn cấp.

2. Các liên từ phổ biến trong mệnh đề trạng ngữ

Liên từ	Nghe
since	từ khi
when (= as)	khi
after	sau khi
before	trước khi
as soon as	ngay sau khi
while	trong khi
if / as long as	nếu/nếu là
unless	trừ phi
once	một khi
because / since / as	bởi vì
for	bởi vì
now that	bởi vì
although	nhưng dù
even though	mặc dù
though	dù cho
even if	dù nếu
so / so that	để mà

Quick Quiz

1. We will begin processing the loan application _____ we receive the supporting documents.
(A) which (B) once (C) despite (D) according to

Liên từ trong mệnh đề danh ngữ có chức năng chủ ngữ hoặc
túc từ trong câu

Point 2

1. Mệnh đề danh ngữ có chức năng như danh từ (làm chủ ngữ và túc từ)

- S + V + + S + V + N. Liên từ của mệnh đề danh ngữ có chức năng như túc từ
- S + V + + S + V + N + V + N. Liên từ của mệnh đề danh ngữ có chức năng như chủ ngữ

2. Các liên từ của mệnh đề danh ngữ

Câu hỏi trong TOEIC thường đòi hỏi thí sinh phải phân biệt được that và what

(1) Liên từ that phải đứng trước một mệnh đề hoàn chỉnh

Every visitor should remember that proper identification should be presented.
động từ (1) động từ (2)

Khách tham dự phải nhớ xuất trình giấy chứng minh hợp lệ.

- Cần có liên từ để liên kết các động từ (should remember/ should be presented).
- Động từ remember có túc từ là mệnh đề danh ngữ that proper identification should be presented.
- Sau liên từ that là một câu trúc chủ - vị hoàn chỉnh proper identification should be presented.

(2) Liên từ what đứng trước một câu trúc không hoàn chỉnh

To improve sales, you should know what customers want.
động từ (1) động từ (2)

Để tăng doanh số, bạn phải biết khách hàng muốn gì.

- Cần có liên từ để liên kết các động từ (should know/ want).
- Động từ know có túc từ là mệnh đề danh ngữ what customers want.
- Sau liên từ what là một câu trúc không hoàn chỉnh: customers want their ticket.

Quick Quiz

2. The financial consultant has suggested _____ the management consider hiring an outside auditor.
(A) if (B) who (C) in (D) that

• Xác định loại liên từ trong các câu sau đây.

- (1) The company has received many orders since it put an ad in the local newspaper.
 (2) A new study shows that more people are interested in studying abroad.

• Chọn liên từ thích hợp cho các câu sau đây.

- (3) [Ⓐ] That [Ⓑ] the concert sold out so fast is a proof of the singer's popularity.
 (4) [Ⓒ] Although [Ⓓ] Which [Ⓔ] he is relatively inexperienced, Rick has a lot of potential.

• Đáp án và giải thích

- (1) The company has received many orders [since] it put an ad (in the local newspaper).
 chủ ngữ động từ liên kết
 câu trực tiếp

since Ⓒ là liên từ của mệnh đề trạng ngữ nên không ảnh hưởng đến cấu trúc câu

order (n) đơn đặt hàng put an ad đăng quảng cáo

- (2) A new study shows [that] more people are interested in studying abroad.
 chủ ngữ động từ liên kết
 câu trực tiếp

that Ⓐ là liên từ của mệnh đề danh ngữ có chức năng là túc từ trong câu

study (n) cuộc nghiên cứu show (v) cho thấy be interested in quan tâm tới

- (3) [That] the concert sold out so fast [is a proof] of the singer's popularity.
 chủ ngữ (mệnh đề danh ngữ) động từ bổ ngữ

That Ⓓ là liên từ của mệnh đề danh ngữ có chức năng là chủ ngữ trong câu. Trong câu trên, That the concert sold out so fast là chủ ngữ, và is là động từ.

sold out (a) đã (bán) hết về proof (n) bằng chứng popularity (n) sự ái mộ/yêu thích

- (4) [Although] he is relatively inexperienced, Rick has a lot of potential.
 câu trực tiếp liên kết chủ ngữ động từ túc từ

Although Ⓒ là liên từ của mệnh đề trạng ngữ nên không ảnh hưởng đến cấu trúc câu

relatively (adv) tương đối inexperienced (a) không có kinh nghiệm potential (n) tiềm năng
 (a) có tiềm năng

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. The restaurant still tries to improve its quality and service _____ they usually receive excellent feedback from customers.
 (A) such as (B) in addition to (C) by means of (D) even though
2. The new convention center will not open until next January _____ the yesterday's press release.
 (A) as (B) so that (C) instead (D) according to
3. _____ the six month's internship period is completed, all participants will be eligible to get a raise.
 (A) Once (B) Soon (C) Then (D) Later
4. Dr. Kim's new study indicates _____ people are willing to spend money on career development.
 (A) while (B) that (C) on (D) however
5. The travel company introduced a new travel package _____ includes round-trip airfare and accommodation.
 (A) due to (B) what (C) since (D) that
6. You need to let one of your colleagues take care of your job _____ you are on.
 (A) in fact (B) during (C) unless (D) while
7. _____ the director wants to see the budget report, give him a copy of the report.
 (A) That (B) Despite (C) If (D) For

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong bài báo sau đây.

Career Development

Many career experts agree _____ the best time to look for a new job is while comfortably

8. (A) which

(B) because

(C) with

(D) that

working in your old one.

_____ you're starting to feel unchallenged in your present position, you may be ready for a

9. (A) Then

(B) Often

(C) If

(D) For

promotion to the next level.

If there aren't many career advancement opportunities where you work, the best next step may be to look for a new job elsewhere.

Nowadays, it's up to you to take control of your professional future and make sure you are progressing wisely down the right career path.

Here are some useful tips _____ can help you make better decisions.

10. (A) which

(B) because

(C) they

(D) it

1. Từ hoặc cụm từ đứng trước và đứng sau **and**, **or**, **but** phải có cùng hình thức và từ loại với nhau.

The restaurant serves fresh and organic vegetables.

tính từ and tính từ

Nhà hàng này phục vụ rau tươi và sạch.

You can use my laptop or the computers in the lounge.

danh từ or danh từ

Anh có thể dùng máy tính xách tay của tôi hoặc máy tính để bàn trong phòng khách.

Email is a simple but powerful way to promote your products.

tính từ but tính từ

Thư điện tử là một phương tiện đơn giản nhưng hiệu quả để quảng bá sản phẩm của bạn.

- * and ○ diễn tả sự kết hợp (fresh và organic cùng bổ nghĩa cho danh từ vegetables)
- * or ○ diễn tả sự lựa chọn (laptop hoặc computers)
- * but ○ diễn tả sự tương phản (simple tương phản với powerful)

Quick Quiz

1. Mr. Simmons presented his creative and _____ design for the contest.

- (A) innovatively
- (B) innovative
- (C) innovate
- (D) innovation

Point 2 Liên từ kép

Liên từ kép là liên từ có hai thành phần, chẳng hạn both ... and ..., either ... or ..., v.v. Những từ (hoặc cụm từ) đứng sau từng thành phần này phải cùng từ loại với nhau.

1. both A and B cả A và B

We are currently looking for both new and experienced sales personnel.

both mới và kinh nghiệm

Hiện nay chúng tôi đang tìm kiếm nhân viên bán hàng vừa trẻ vừa có kinh nghiệm.

2. either A or B hoặc A hoặc B

Either Mr. Kim or Ms. Neri will be promoted.

either danh từ or danh từ

Hoặc ông Kim hoặc cô Neri sẽ được đề bạt.

3. neither A nor B không A cũng không B

Neither the sales director nor the marketing director will be able to attend the meeting.

neither danh từ nor danh từ

Cả giám đốc kinh doanh lẫn giám đốc tiếp thị đều sẽ không thể tham dự cuộc họp.

4. not only A but also B không những A mà còn B

We offer employees not only satisfactory salaries but also comprehensive benefits.

not only danh từ but also danh từ

Chúng tôi không chỉ cho nhân viên mức lương thỏa đáng mà còn có phúc lợi đầy đủ.

Quick Quiz

2. The furniture you ordered yesterday is expected to arrive _____ today or tomorrow.
(A) neither (B) both (C) either (D) not only

Point 1 Câu hỏi tìm liên từ thích hợp

Với dạng câu hỏi này, học viên phải phân tích câu cho sẵn và tìm ra mối liên hệ giữa cụm từ đứng trước và cụm từ đứng sau chỗ trống, sau đó tìm liên từ thích hợp.

1. and và

Our products are available at major department stores and retail stores.

A and B

Sản phẩm của chúng tôi có bán tại các cửa hàng bách hóa lớn và các cửa hàng bán lẻ.

2. but (=yet) nhưng

You already signed a contract but you also need to sign the official insurance documents.

A but B

Anh đã ký hợp đồng nhưng anh cũng cần ký các giấy tờ bảo hiểm chính thức.

3. or hoặc

Rents should be paid at or before the end of each month.

A or B

Tiền thuê phải được trả vào cuối mỗi tháng hoặc trước đó.

Quick Quiz

1. Security specialists from private companies _____ government agencies will meet to discuss the problem.

(A) in (B) both (C) by (D) and

1. Liên từ kết hợp các từ cùng từ loại

The company plans to expand its operations and market share.

A and B

Công ty có kế hoạch mở rộng hoạt động và thị phần của mình.

* and ○ liên kết danh từ (operations) với danh từ (market share)

2. Liên từ kết hợp các từ cùng hình thức

The company plans to expand its operation and hire an experienced sales manager.

A and B

Công ty có kế hoạch mở rộng hoạt động và tuyển dụng phòng kinh doanh có kinh nghiệm.

* and ○ liên kết động từ nguyên mẫu (to expand) với động từ nguyên mẫu ((to) hire)

Quick Quiz

2. Our primary goal is to educate children and _____ them from violence and poverty.
(A) protected (B) protecting (C) protection (D) protect

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Please complete this _____ and easy survey to give your opinions about our service.
 (A) quickly (B) quicken (C) quick (D) quicker
2. The new promotion policy is applied to both new _____ existing employees.
 (A) or (B) but (C) nor (D) and
3. Companies usually ask applicants to submit a résumé which summarizes their _____ and skills.
 (A) education (B) educational (C) educate (D) educator
4. Students have to consider not only the tuition _____ the cost of meals and housing accommodation.
 (A) also (B) and (C) or (D) but also
5. Visitors who want to renew their license can either complete the application by hand _____ use the computers in the lobby.
 (A) or (B) but (C) also (D) and
6. The two applicants have experience in accounting, _____ only one is familiar with our accounting software.
 (A) nor (B) but (C) by (D) or
7. Neither our company _____ the rival company will attend the trade show.
 (A) for (B) and (C) nor (D) or

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong mẫu quảng cáo sau đây.

Online Marketing

Active Online Marketing Inc. is a _____ and experienced industry leader in search engine

8. (A) professionally

(B) professionalism

(C) professional

(D) profession

marketing.

We offer customized marketing programs that meet the needs of your company and _____ a

9. (A) to provide

(B) provide

(C) provides

(D) providing

platform that will help you to launch your business onto the forefront of the information

super highway.

We are one of the few search engine marketing firms that is concerned not only about the

quantity of traffic _____ the quality.

10. (A) but also

(B) also

(C) or

(D) and

Unit 9. Đại từ quan hệ

Năm vững TOEIC Grammar cơ bản

Đại từ quan hệ có chức năng của cả đại từ và liên từ

1. Đại từ quan hệ có khi là chủ ngữ, có khi là túc từ

Mục đích của đại từ quan hệ là nhằm tránh lặp lại nhiều lần một từ hay một cụm từ nào đó khi viết câu.

We will introduce a new product.
It is under development.



We will introduce a new product and it is under development.

(1) Đại từ quan hệ giúp liên kết hai câu và (2) đóng vai trò là chủ ngữ của động từ is.

We will introduce a new product which is under development.
which vừa là liên từ vừa là chủ ngữ

2. Các loại đại từ quan hệ

Tên từ	Chủ ngữ	Số hữ	Túc từ
Người	who	whose	whom
Sự vật	which	whose / of which	which
Người và sự vật	that		that

The museum will open a new exhibition which features ancient civilization.
tiền tố (sự vật) đại từ quan hệ (làm chủ ngữ)
Bảo tàng sẽ mở một cuộc triển lãm mới có chủ đề là nền văn minh cổ đại.

- Câu trên cần có liên từ để liên kết hai động từ will open và features.
- Chủ ngữ của features chính là which.
- Vì tiền tố chỉ sự vật (exhibition) nghĩa là cuộc triển lãm nên ta phải dùng đại từ quan hệ which.

Quick Quiz

1. The human resources department has announced a new incentive program _____ will begin next month.

- (A) that (B) such (C) when (D) until

Point 1 Nếu tiền tố chỉ người, ta dùng đại từ quan hệ who

Students who want to apply for a scholarship should submit their transcripts.

tiền tố đại từ động từ (I)
quan hệ (chủ ngữ)

Nhưng sinh viên nào muốn xin học bổng thì cần phải nộp bản sao học bạ của mình.

- who giúp liên kết hai động từ want và should submit trong câu.
- who là đại từ quan hệ có chức năng chủ ngữ (đối với động từ want).
- Vì students là tiền tố chỉ người nên ta dùng who.

Point 2 Nếu tiền tố chỉ vật, ta dùng đại từ quan hệ which

You should first finish the budget report which is due this Friday.

động từ tiền tố (chỉ vật)
đại từ động từ (I)
quan hệ (chủ ngữ)

Trước tiên anh nên hoàn thành bản báo cáo ngân sách hết hạn vào thứ sáu này.

- which giúp liên kết hai động từ should first finish và is trong câu.
- which là đại từ quan hệ có chức năng chủ ngữ (đối với động từ is).
- Vì the budget report là tiền tố chỉ sự vật nên ta dùng which.

Quick Quiz

1. Visitors _____ need directions should ask at the information desk.
(A) which (B) they (C) who (D) since

2. The city council will sponsor the job fair _____ is scheduled to be held in the Maria Hotel.
(A) because (B) who (C) when (D) which

Point 3 Đại từ quan hệ thay thế cho cả người lẫn (sự) vật

Đại từ quan hệ thay thế cho cả who và which. Tuy nhiên, đại từ quan hệ thay thế không dùng ngay sau dấu phẩy (,) và giới từ.

The prices that are listed in the brochure are effective until further notice.
tiền tố đại từ động từ
quan hệ (chủ ngữ)

Giá cả được liệt kê trong sách quảng cáo có giá trị cho đến khi có thông báo mới.

- that giúp liên kết hai động từ are listed và are trong câu.
- that là đại từ quan hệ có chức năng chủ ngữ (đối với động từ are listed).
- that được dùng thay cho which vì tiền tố là sự vật (price nghĩa là giá cả).

Chú chú - Câu hỏi thường gặp về đại từ quan hệ

We welcome donations from employees who are interested in the charity event.
① ② ③
Chúng tôi hoan nghênh các đóng góp của các nhân viên quan tâm đến sự kiện từ thiện này.

- ① Xác định loại liên từ cần dùng
Nếu chủ từ có chức năng vừa là chủ ngữ vừa là liên từ thì chỗ trống đó phải là đại từ quan hệ.
- ② Lựa chọn đại từ quan hệ thích hợp
Nếu tiền tố là người thì dùng who, là (sự) vật thì dùng which. That được dùng cho cả hai trường hợp.
- ③ Bảo đảm sự hòa hợp giữa chủ ngữ (là đại từ quan hệ) và động từ trong mệnh đề quan hệ
Trong ví dụ trên, tiền tố là số nhiều (employees) nên ta dùng động từ số nhiều (are).

Quick Quiz

3. Mr. Kewell developed the product _____ won him the design award.
(A) he (B) that (C) it (D) so that

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Mr. Kim knows the location of the office _____ issues parking permits.
(A) who (B) it (C) themselves (D) which
2. We are currently seeking an experienced sales manager _____ has at least five years of experience.
(A) he (B) if (C) who (D) because
3. The number of foreign students _____ want to learn Korean is gradually increasing.
(A) which (B) that (C) for (D) while
4. A new security door, _____ can be operated by remote control, will be installed next month.
(A) that (B) it (C) them (D) which
5. Many people _____ were surveyed indicated that they are planning to buy a new car.
(A) they (B) who (C) which (D) those
6. The hotel _____ is under renovation is expected to reopen next month.
(A) that (B) such (C) when (D) until
7. The airport limousine service, _____ has been running since January, has been favorably received by travelers.
(A) who (B) what (C) when (D) which

Part VI: Chọn đáp án đúng cho câu 8 ~ 10 trong thông báo sau đây.

MEMORANDUM

To : All Employees
 From : Personnel Office
 Date : May 15
 Subject : Leave Request

This is a reminder for those employees _____ are considering making a leave request.
 8. (A) when (B) who (C) which (D) until

Before submitting the request, you should first get approval from your supervisor. And you also need to complete the leave request form _____ can be obtained from the
 9. (A) what (B) who (C) for (D) that

personnel office.

Please submit the form with your supervisor's approval to the personnel office, _____
 10. (A) which (B) it (C) who (D) they

is located on the 5th floor next to the employee lounge.

Your leave request cannot be granted if your supervisor denies your request for any reason. If you have any questions, please contact the personnel office.

Jerry McCarthy
 Jerry McCarthy
 Personnel Office

Ghi chú chỉnh sửa lựa chọn sai



Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Ms. Lee will reserve the meeting room _____ Ms. Leno prepares copies of the meeting agenda.
(A) also (B) than (C) moreover (D) while
2. Successful applicants will be relocated to either New York _____ London.
(A) neither (B) nor (C) or (D) both
3. The new company building is relatively _____ and adequately ventilated.
(A) spacing (B) spaciousness (C) spaces (D) spacious
4. Due to your excellent performance, I will surely recommend your company to anyone _____ is planning a move.
(A) who (B) which (C) what (D) when
5. Management consultants often stress _____ rewarding dedicated employees raises workplace morale.
(A) that (B) of (C) in (D) if
6. By sending gift certificates to regional managers, the director expressed his thanks for their hard work _____ commitment.
(A) as (B) and (C) but (D) yet
7. _____ the packages were sent by express delivery, the distributor has not yet received them.
(A) Although (B) Unlike (C) Already (D) Meanwhile
8. The award was presented to Dr. Marson _____ led the research on global warming.
(A) while (B) who (C) which (D) whose
9. The city auditorium is available for _____ private and business functions.
(A) even (B) both (C) either (D) whether
10. The community center runs community-based programs _____ include a wide variety of classes and services.
(A) whose (B) where (C) that (D) what

11. Please note that our service centers will be closed at 3:00 PM on Friday _____ the upcoming holidays.
- (A) due to (B) while (C) since (D) as if
12. The sales director has suggested _____ all sales reports be submitted by the end of each week.
- (A) on (B) even though (C) which (D) that
13. By volunteering, you can create lasting memories and _____ valuable experience.
- (A) gain (B) gaining (C) gained (D) gains
14. Trainees should contact their trainer directly _____ they encounter any problem beyond their control.
- (A) if (B) which (C) what (D) due to
15. We are proud of our service technicians because of their professionalism and _____.
- (A) expert (B) inexperienced (C) expertise (D) inexpertly
16. _____ the replacement parts arrive in the factory, we will restart the assembly line.
- (A) Once (B) Soon (C) Then (D) Later
17. Neither taking photographs _____ bringing soft drinks is allowed in the museum.
- (A) or (B) nor (C) and (D) either
18. The budget report was due last Friday, _____ the finance director has agreed to a short extension.
- (A) but (B) beyond (C) until (D) that
19. S&B Accessories began to sell cosmetics products in 2002, _____ now account for more than 50 percent of its total sales.
- (A) what (B) which (C) if (D) it
20. The company is having difficulty securing funds _____ it has a lot of potential.
- (A) which (B) in addition to (C) that (D) even though

Part VI: Chọn đáp án đúng cho câu 21 ~ 23 trong mẫu quảng cáo sau đây.

Save 15% with a Student Advantage Discount Card

Passengers _____ hold a Student Advantage Discount Card will immediately save 15%

21. (A) which

(B) what

(C) that

(D) if

off rail fares to most of our destinations. Plus, cardholders can enjoy discounts on food, clothing, travel, entertainment and more.

How to get a Student Advantage Discount Card?

Please visit the Student Advantage website to purchase a Student Advantage Discount Card and _____ more about the 15,000 discounts available around campus and online.

22. (A) learn

(B) learning

(C) learns

(D) learned

To receive this discount, the cardholder must present both a Student Advantage Discount Card _____ a school ID card. Each must be valid for the current school term.

23. (A) but

(B) in fact

(C) then

(D) and

Part VI: Chọn đáp án đúng cho câu 24 ~ 26 trong mẫu quảng cáo sau đây.

Pacific Tribune Company

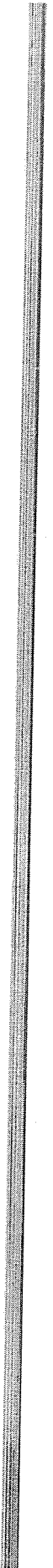
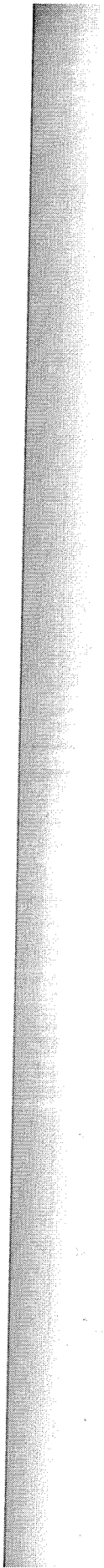
Pacific Tribune Company aims to provide _____ and cultural experiences that enrich our
24. (A) educational
(B) education
(C) educate
(D) educationally

community.

We produce and support a range of public events _____ are entertaining, informative and
25. (A) that
(B) they
(C) once
(D) who

most importantly, relevant to our readers and their lifestyles.

Please contact us _____ you want to know more about those events and join them.
26. (A) who
(B) that
(C) and
(D) if



BIG STEP TOEIC²

Vocabulary

Unit 10. Từ vựng (1) – Năm vùng động từ, danh từ
Vocabulary Review Test 1

Unit 11. Từ vựng (2) – Năm vùng tính từ, trạng từ
Vocabulary Review Test 2

Unit 12. Từ vựng (3) – Năm vùng liên từ
Vocabulary Review Test 3

RC

Unit 10. Từ vựng (1) – Năm vững động từ, danh từ

Các động từ thường gặp trong New TOEIC

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1. renew làm mới, gia hạn
renewal (n) việc phục hồi / đổi mới / gia hạn
renew / sign / terminate a contract gia hạn / ký / kết thúc hợp đồng

2. submit nộp, đệ trình
submission (n) sự đệ trình
submit the data to Ray nộp dữ liệu cho Ray

3. reserve đặt trước, giữ
reservation (n) việc đặt chỗ trước
reserve the right to refuse có quyền từ chối

4. retain giữ lại
retention (n) sự có được / giữ được
retain competent employees giữ lại nhân viên giỏi

5. represent đại diện
representative (n) người đại diện
representation (n) sự đại diện
represent our company đại diện cho công ty chúng tôi

6. confirm xác nhận
confirmation (n) sự xác nhận
confirm / make / cancel a reservation xác nhận / thực hiện / hủy bỏ việc đặt chỗ trước

7. attribute được cho là do / là nhờ

8. attract thu hút
attribution (a) có sức quyến rũ
attraction (n) sự thu hút
attract many investors thu hút nhiều nhà đầu tư

9. introduce giới thiệu
introduction (n) sự giới thiệu

introduce the competitors' products giới thiệu sản phẩm của đối thủ

10. review rà soát lại, kiểm tra lại

review the annual report xem lại bản báo cáo thường niên

Vocabulary Review | Chọn từ thích hợp với ngữ cảnh

1. We plan to [prevent, renew] our service contract with INC Shipping.
2. The company [reserves, hesitates] the right to revise the contents of the journal.
3. JP Associates will [intend, represent] our company for all future negotiations.
4. The new exhibition is expected to [present, attract] many visitors.
5. The products division will [introduce, enclose] a new microwave oven.
6. Please make sure that the hotel reservation has been [confirmed, delivered].
7. Employees are reminded to [handle, retain] all receipts during business travel.
8. The company [attributed, contributed] its success to dedicated employees.
9. You need to carefully [install, review] the terms of the contract.
10. New employees should [submit, implement] personnel forms to their supervisor.

* Học thêm từ vựng – Phân biệt nội động từ và ngoại động từ

1. đến	reach	⇒	arrive in / at	Nội động từ (là động từ không cần túc từ ngay sau nó)
2. nói	tell	⇒	speak / talk to [with]	
3. trả lời	answer	⇒	respond to	
4. xử lý, giải quyết	handle	⇒	deal with	
5. tuân theo	observe	⇒	comply with	



1. productivity	năng suất	produce (v) sản xuất (n) nông sản production (n) việc sản xuất product (n) sản phẩm	improve productivity giữa tăng năng suất
2. performance	việc biểu diễn	perform (v) trình diễn, thực hiện	performance review việc duyệt lại cuộc biểu diễn
3. contribution	sự đóng góp	make a contribution to + sth đóng góp cho ~ contribute A to + sth đóng góp A cho ~ contribute to + sth đóng góp cho ~	require (v) yêu cầu, đòi hỏi tax requirement giấy đòi thuế tiền (phải trả) (v) thanh toán handling charges thanh toán tiền
6. attention	sự chú ý	draw / catch one's attention lời báo sự chú ý của ai đó attend (v) tham dự attendance (n) sự tham dự	attend to + sth chăm sóc việc gì đó
7. satisfaction	sự thỏa mãn	satisfy (v) làm thỏa mãn satisfied (a) thỏa mãn	to one's satisfaction làm ai đó vui lòng meet the customers' satisfaction / expectation / needs đáp ứng sự thỏa mãn / lòng mong đợi / nhu cầu của khách hàng
8. complaint	lời than phiền	complain (v) than phiền	complaint form mẫu đơn khiếu nại make a complaint than phiền
9. need	sự cần thiết, nhu cầu	(v) cần	need to do cần làm ~ a need to do nhu cầu làm ~
10. apology	lời xin lỗi	apologize for xin lỗi về	accept an apology for the delay chấp nhận lời xin lỗi về sự trì hoãn

Vocabulary Review | Chọn từ thích hợp với ngữ cảnh

1. Please be aware that shipping [charges, fares] are not included in the total price.
2. Our technicians try to do their best to offer customers complete [appointment, satisfaction].
3. Please accept our [apologies, increase] for the inconvenience caused by the construction.
4. Increasing staff [analysis, productivity] is the new president's main concern.
5. Only those applicants who meet the [requirements, growth] for the position will be interviewed.
6. She received a standing ovation for her outstanding [performance, approval].
7. You can contact my secretary if you have any urgent business that needs my [results, attention].
8. There is a growing [need, compensation] to develop alternative energy sources.
9. We want to express our thanks for Dr. Kim's [contributions, shortage] to our research.
10. Our service representatives are trained to handle [complaints, forecast] from customers in a professional manner.

* Học thêm từ vựng – Phân biệt danh từ đếm được và danh từ không đếm được

Danh từ không đếm được	Danh từ đếm được	Cụm từ
1. purchase việc mua hàng	⇔ purchases hàng hóa được mua	within 7 days of purchase trong vòng 7 ngày sau khi mua
2. notice sự thông báo	⇔ notices mẫu thông báo	until further notice cho đến khi có thông báo mới
3. condition tình trạng	⇔ conditions điều kiện	weather conditions điều kiện thời tiết
4. work công việc	⇔ work tác phẩm	get / go to work đi làm
5. permission sự cho phép	⇔ permit giấy phép	a parking permit giấy phép đỗ xe

Cách dùng một số động từ thường gặp

1. attend
participate in

tham dự vào ~
tham gia vào ~

2. offer
provide

(offer A B) cung cấp B cho A
(provide A with B) cung cấp B cho A

3. suggest
propose

(suggest -ing) đề xuất làm ~
(propose to do sth) đề xuất làm ~

4. inform
tell

(inform A of B) báo cho A về B
(tell A about B) báo cho A về B

5. spend
invest

(spend A on ~ing) tiêu số tiền A để làm ~
(invest A in sth) đầu tư A vào ~

6. remind

nhắc nhở, làm gợi nhớ

remind A of B
làm A nhớ đến B
remind A to do
nhắc A làm ~
A is reminded to do
A được nhắc nhở làm ~

7. ask

hỏi, yêu cầu

ask A to do
yêu cầu A làm ~
A is asked to do
A được yêu cầu làm ~

8. have

yêu cầu, nhờ

have + sb do sth
nhờ ai làm ~
have + sth done by sb
nhờ ai làm ~

9. prohibit

ngăn cản, cấm

prohibit A from ~ing
cấm/ngăn A làm ~
A is prohibited from ~ing
A bị cấm làm ~

Vocabulary Review | Chọn từ thích hợp với ngữ cảnh

1. The company has [spent, invested] a lot on developing environment-friendly vehicles.

2. The consultant has [proposed, suggested] adopting more aggressive marketing strategies.

3. All new employees have to [attend, participate] the orientation on company policies.

4. My secretary has [informed, told] all board members of the director's sudden resignation.

5. Kathy [was reminded, was remained] that a full refund will be given only if the product is returned within 10 days of purchase.

6. The organizer will [offer, provide] all participants with a detailed conference schedule.

7. Customers are asked [to join, joining] the music festival at no charge.

8. To protect the national park, the government has prohibited hikers [from, of] staying overnight.

9. Many customers want to have their credit card [renew, renewed] through the phone.

1. Khác nhau về giới từ

explain / announce / express / mention B to A

gửi thư / thông báo / diễn đạt / đề cập B cho A

thông báo B cho A

báo A về N

thông báo N cho A

2. Phân biệt qua nội/ngoại động từ

contact / call A

speak / talk to [with] A

liên hệ/gọi A
nói với A

* Học thêm từ vựng – Phân biệt các động từ có nghĩa “thông báo”

Các cụm danh từ thường gặp

1. at one's expense
do ai đó chịu chi phí
expense (n) chi phí expensive (a) đắt tiền
2. at one's earliest convenience
sớm nhất có thể
convenience (n) sự thuận tiện
convenient (a) thuận tiện conveniently (adv) (một cách) thuận lợi
3. in compliance with
đúng theo, tuân theo (=in observance of)
compliance (n) sự phục tùng comply with tuân theo
4. in honor of
nhân vinh danh (= in celebration of)
honor (n) danh dự
(v) chấp nhận và chịu trách nhiệm ~ khi đến hạn
5. reserve the right to do
có quyền làm ~
6. be on schedule
đúng nên độ, đúng kế hoạch (⇔ behind schedule trễ tiến độ)
schedule (n) kế hoạch
(v) lên kế hoạch
7. in conjunction with
cùng với, liên kết với (= in combination with)
conjunction (n) sự liên kết
8. take advantage of
tận dụng
advantage (n) lợi thế
9. go into effect
bắt đầu có hiệu lực (= put into practice)
effect (n) tác dụng have an effect on có tác dụng lên ~
10. take safety precautions
sử dụng các biện pháp để phòng an toàn
precaution (n) sự phòng ngừa

1. Restaurant employees should always take [precautions, proportion] to prevent fires.
2. This site gives customers detailed reviews of products [in agreement with, in conjunction with] many informative resources.
3. The current price will remain [in effect, in writing] until further notice.
4. Smoking is no longer allowed in the building [in compliance with, in combination with] the management's policy.
5. Any illegally parked cars will be towed away at the owner's [policy, expense].
6. Please return the survey to our office at your earliest [convenience, invitation].
7. Teachers can take [profit, advantage] of an additional 10% discount for educators.
8. A special award will be given to Mr. Lennon [in honor of, in excess of] his dedication.
9. The development plan has been proceeding [on schedule, on request].
10. Please be aware that the company reserves the [right, facility] to change the prices.

Vocabulary Review Test 1

Động từ và danh từ

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. The bank has confirmed that it will take necessary measures to _____ another computer system failure.
 - (A) upgrade
 - (B) encourage
 - (C) prevent
 - (D) improve
2. The management decided to lay off some temporary workers in an effort to reduce _____.
 - (A) values
 - (B) expenses
 - (C) fines
 - (D) refunds
3. To apply for the advertised position, please _____ an application with the necessary documents to the human resources department.
 - (A) comply
 - (B) submit
 - (C) urge
 - (D) accommodate
4. The marketing seminar scheduled for tomorrow is _____ for employees who have been with the company less than a year.
 - (A) intended
 - (B) based
 - (C) agreed
 - (D) invited
5. If you want to reschedule your _____, please give us at least 24 hours advance notice.
 - (A) appointment
 - (B) position
 - (C) assignment
 - (D) subscription
6. All visitors are required to _____ photo identification before entering our research center.
 - (A) notify
 - (B) assign
 - (C) permit
 - (D) present
7. In a preview, seats in the front row are usually _____ for VIP guests.
 - (A) chaired
 - (B) reserved
 - (C) performed
 - (D) submitted
8. Ultra Discount Stores Inc. reserves the _____ to change the free gift items without prior notice.
 - (A) importance
 - (B) selection
 - (C) right
 - (D) goal
9. While the service center is closed for renovation, all questions concerning repairs will be _____ by the customer service department.
 - (A) expired
 - (B) handled
 - (C) replied
 - (D) attending
10. Our policy clearly states that the board of directors should _____ an outside auditor to oversee our company's accounting practices.
 - (A) deposit
 - (B) appoint
 - (C) predict
 - (D) operate

11. Business Solutions, one of the leading international business magazines, has _____ in over 30 countries.
- (A) subscribers (B) spectators (C) witnesses (D) participants
12. Because of the large number of people, we had to wait for more than 3 hours to _____ tickets for the baseball game.
- (A) support (B) purchase (C) achieve (D) replace
13. We are delighted that your generous _____ have made it possible for us to support children from low income families.
- (A) acquisitions (B) contributions (C) additions (D) benefits
14. Business owners want to hire employees with ambition, energy, and a desire to make a _____.
- (A) complaint (B) decision (C) living (D) difference
15. Our service representatives _____ committed to providing quality service for customers.
- (A) retain (B) remember (C) reimburse (D) remain
16. Our current subscription rates will be effective until further _____.
- (A) notice (B) noticeable (C) noticed (D) notices
17. The board of directors unanimously agreed to _____ your consultant contract for an additional two-year period.
- (A) redeem (B) renew (C) rehire (D) recall
18. Customers may request a refund or _____ only if the merchandise is still unused.
- (A) replacement (B) complaint (C) receipt (D) promotion
19. One of the greatest _____ of online bookstores over traditional ones is saving time and money.
- (A) incomes (B) advantages (C) interests (D) designs
20. If you need any information about the opening, please do not _____ to contact me.
- (A) provide (B) qualify (C) hesitate (D) compete

Part VI: Chọn đáp án đúng cho câu 21 ~ 23 trong mẫu thư điện tử (e-mail) sau đây.

To : All staff

From : Dennis Roy

Subject : Safety precaution

This is to remind everyone that the quarterly safety _____ on our safety facilities is just 21. (A) advance

(B) alternative

(C) consent

(D) inspection

around the corner.

I would like each of you to check all the facilities and other equipment. Special attention should be given to fire extinguishers. Please make sure those extinguishers in your office are in good working _____.

22. (A) conditional

(B) condition

(C) conditions

(D) conditioned

If not, please _____ me so I can arrange for maintenance as soon as possible.

23. (A) explain

(B) speak

(C) notify

(D) mention

If you have any questions or concerns, please come see me.
Thank you.

Dennis Roy

Facility Manager

Part VI: Chọn đáp án đúng cho câu 24 ~ 26 trong mẫu thông báo sau đây.

Looking for free shipping?

Free shipping applies only to items marked with the words "free shipping" at the time of

24. (A) purchase
(B) purchasing
(C) purchased
(D) purchases

Free shipping applies to select items in the home décor, lighting, rugs, slipcovers, furniture, appliances, pets, sports, electronics, baby and kids categories at Target.com as indicated on the product description page. Offer does not include 1-day or 2-day shipping and handling _____ and it may not be combined with other promotional

25. (A) charges
(B) figures
(C) values
(D) fares

offers or discounts or applied to previous orders. Offer _____ December 11, 2007.

26. (A) violates
(B) invalidates
(C) expires
(D) exceeds

Unit 11. Từ vựng (2) – Năm vững tính từ, trạng từ

Các tính từ thường gặp trong New TOEIC

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1. additional

thêm, bổ sung

add (v) thêm vào
addition (n) sự bổ sung

additional funds quỹ bổ sung

2. limited

hạn chế

limit (v) giới hạn, hạn chế
(n) ranh giới, giới hạn
limitation (n) sự hạn chế, mặt hạn chế

a limited number of attendees lượng người tham dự hạn chế

3. defective

có lỗi

defect (n) sự khiếm khuyết

defective merchandise hàng bị lỗi

4. promising

đầy hứa hẹn

promise (v) hứa (n) lời hứa

the most promising candidate ứng viên đầy hứa hẹn nhất

5. convenient

thuận tiện (→ inconvenient)

convenience (n) sự thuận tiện
conveniently (adv) một cách thuận lợi

convenient access tiếp cận thuận tiện

be conveniently located ở vị trí thuận lợi

6. available

sẵn có, sẵn sàng (→ unavailable) availability (n) sự sẵn có

A duplicate of the contract is available. Bản sao hợp đồng đang có sẵn ở đây.

7. valuable

quý giá, quan trọng, có ích

value (n) giá trị

a valuable member thành viên quan trọng

8. close

sâu sát, kỹ lưỡng, gần

closely (adv) một cách cẩn thận / kỹ lưỡng

close examination sự kiểm tra kỹ lưỡng come close to + noun tiến gần tới

close the deal hoàn tất giao dịch

9. likely

có thể, có khả năng, có cơ may

like (v) thích (prep) giống

Kathy is likely to finish the project. Có khả năng là Kathy sẽ hoàn thành dự án.

10. authorized

được chấp thuận, được ủy quyền

authorize (v) ủy quyền, cho phép

authority (n) quyền lực

authorize the purchase chấp thuận việc mua ~

authorized representatives các đại diện được ủy quyền

1. Employees are the most [valuable, upcoming] asset in our company.
 2. We guarantee a full refund for any [prior, defective] items.

3. There is a need to hire [additional, comprehensive] programmers to finish the project on time.

4. Ms. Weiss is one of the most [similar, promising] members in the marketing team.
 5. Technological advances are [unlikely, positive] to help improve staff productivity.

6. To better serve our customers, we run more than 100 [authorized, specific] service centers.

7. Shuttle services to the airport will be [sincere, available] starting from next Monday.

8. Because of its [convenient, temporary] location, the hotel attracts a lot of business travelers.

9. To run the assembly line more effectively, [close, accessible] supervision is recommended.

10. Items on sale are [limited, necessary], so you should take quick action.

* Học thêm từ vựng – Các tính từ dễ bị nhầm lẫn

impressive (a) hoành tráng, gây ấn tượng mạnh
 impressed (a) bị ấn tượng, có ấn tượng (thường chỉ người)

favorable (a) thuận lợi
 favorite (a) được yêu thích

reliable (a) đáng tin cậy
 reliant (a) lệ thuộc, phụ thuộc



1. finally	cuối cùng	final (a) (thước vẽ) cuối	A new advertisement was finally released. Mẫu quảng cáo mới cuối cùng đã được phát hành.
2. currently	hiện tại (= presently)	current (a) (thước) hiện tại	be currently under construction hiện đang xây dựng
3. directly	một cách trực tiếp	direct (v) chỉ đường, hướng dẫn (a) thẳng, trực tiếp	report directly to the director báo cáo trực tiếp với giám đốc
4. promptly	ngay lập tức; đúng chính xác	prompt (a) mau lẹ, nhanh chóng	leave promptly at 7 rời khỏi lúc đúng 7 giờ
5. completely	(một cách) hoàn toàn	complete (v) hoàn thành (a) đầy đủ completion (n) sự hoàn thành	a completely independent agency đại lý hoàn toàn độc lập
6. highly	cao độ, cực kỳ	high (a) cao	Financial incentives are highly recommended. Cần tiến hành các biện pháp khuyến khích về mặt tài chính.
7. efficiently	một cách hiệu quả	efficient có năng lực/hiệu quả efficiency tính hiệu quả	run the department efficiently điều hành bộ phận một cách hiệu quả
8. relatively	một cách tương đối	relative (a) tương đối (n) người thân	be relatively expensive khá đắt
9. collaboratively	(hợp tác) với nhau (= cooperatively)	collaborate (v) cộng tác collaborative (a) cộng tác	work collaboratively hợp tác làm việc với nhau
10. significantly	rất nhiều, đáng kể (= considerably, significantly)	significant (a) có ý nghĩa, quan trọng significance (n) tầm quan trọng	be reduced significantly bị/dược cắt giảm đáng kể

Vocabulary Review

Chọn từ thích hợp với ngữ cảnh

1. To apply for a loan, please fill out the application form [completely, necessarily].
2. It is important for service workers to respond [only, promptly] to customer complaints.
3. You can contact me [directly, securely] in case of emergency.
4. All department heads are reminded to work [collaboratively, exclusively] on the project.
5. We have a [appropriately, relatively] stringent policy for all students.
6. The two companies [finally, significantly] agreed to sign the merger contract.
7. The consultant has been asked to find ways to run the plant more [efficiently, absolutely].
8. We received many applications for the position from [highly, correctly] qualified candidates.
9. The average price of dairy products is expected to rise [late, significantly] in the next year.
10. We are [currently, remarkably] unable to accept orders due to a technical problem.

* Học thêm từ vựng – Các trạng từ để bị nhầm lẫn về nghĩa

1. about (adv) *khoảng* (= nearly, approximately) (prep) *về*
 • about thường được dùng làm giới từ, nhưng khi dùng trước cụm từ chỉ số lượng thì about là trạng từ
 about 200 kilometers
2. yet (adv) thường dùng sau not với nghĩa là *chưa*
 still (adv) *vẫn còn*
 • yet dùng sau từ phủ định not, trong khi still dùng trước từ phủ định not.
 It has **not yet** been decided.
 It has **still** not been decided.

Một số cụm tính từ và trạng từ thường gặp

1. be eligible for + sth
đủ điều kiện để được hưởng quyền lợi nào đó

eligible (a) có quyền, có đủ tư cách **eligibility** (n) sự đủ tư cách

2. be subject to + sth / -ing
bị chịu ảnh hưởng bởi

* to là giới từ nên sau nó là danh từ hoặc -ing

3. be familiar with
quen với ~ (= be acquainted with)

be accustomed to quen với ~ (= be used to) * to là giới từ nên sau nó là danh từ hoặc -ing

4. be associated with

liên hệ với ~ (= be related to, be involved in)

5. be responsible for

chịu trách nhiệm về ~

be responsive to

đáp ứng nhiệt tình với ~

6. be able to do sth

có thể làm ~

ability (n) khả năng (cf) be capable of -ing có năng lực/tài năng làm ~

7. be compatible with

hòa hợp với ~, tương thích với ~

compatibility (n) khả năng hòa hợp/tương thích **compatibly** (adv) (một cách) hòa hợp/tương thích

8. late

(a) trễ (adv) trễ

late

(adv) gần đây (thường dùng với thì hiện tại hoàn thành)

9. hard

(a) khó (adv) chăm chỉ

hardly

(adv) hầu như không (=almost not)

10. right / promptly / immediately before (after)

ngay trước (sau)

11. approximately / about / almost 100 people

khoảng 100 người

* almost phải đứng trước cụm từ chỉ số lượng

1. The committee chose Sharon because she is [familiar, accustomed] with this field.
2. Requests for office supplies are subject to [approve, approval] from department heads.
3. By enlarging the dining area, we will be [able, capable] to provide better service.
4. Its stock price plummeted [immediately, already] after the merge announcement.
5. Only those who have worked more than a year will be [similar, eligible] for promotion.
6. The production team has been working [hard, hardly] to meet the deadline.
7. [About, Seldom] 30 employees have shown their interest in the company soccer team.
8. Mr. Karl is [responsive, responsible] for translating official documents.
9. Consumer prices are closely [involved, associated] with ordinary people's daily consumption of ordinary goods.
10. Be sure to check if the software is [compatible, comparable] with our existing network system.
11. Our new products are selling very well due to [favorite, favorable] conditions in the market.
12. We have moved our office [late, lately] to a more convenient location.
13. His design was so [impressive, impressed] that the committee unanimously decided to give Pierce the award.

Vocabulary Review Test 2

Tính từ và trạng từ

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. Our special offer will be available to the first 100 customers because of _____ supplies.
(A) limited (B) speedy (C) available (D) persuasive
2. Be sure to read the directions _____ before installing the software program.
(A) heavily (B) thoroughly (C) increasingly (D) readily
3. All employees are reminded to return _____ merchandise to the manufacturer.
(A) lucrative (B) constructive (C) defective (D) effective
4. After three months of intensive negotiations, the two companies _____ agreed on the terms of the merger contract.
(A) soon (B) finally (C) already (D) yet
5. Any Business Directory is designed to provide a single _____ directory of local businesses.
(A) transparent (B) apparent (C) reliant (D) comprehensive
6. The training program on fire safety is scheduled to begin _____ at 8:00 A.M. and end at 5:00 P.M.
(A) promptly (B) carefully (C) openly (D) frequently
7. Please retain this note as a proof of _____ account ownership in case you open another account in the future.
(A) future (B) open (C) prior (D) new
8. The Ministry of Education has been training new teachers for the _____ school year.
(A) once (B) current (C) upcoming (D) first
9. According to a local newspaper, Digital Office.Com is planning to open a new store _____ located on Capital Avenue.
(A) conveniently (B) correctly (C) greatly (D) widely
10. The mileage you have accrued is _____ for two years from the date of first use.
(A) fair (B) valid (C) neutral (D) level

11. We are considering switching suppliers because Vest Supplies has been _____ late in delivering our orders.

- (A) steadily (B) officially (C) exactly (D) consistently

12. Because of the _____ sales, the sales manager had to resign from his position.

- (A) declining (B) rejected (C) potential (D) competitive

13. Professor Wang's achievements in Physics were remarkable, _____ considering that he didn't get any research funds for his project.

- (A) favorably (B) unusually (C) especially (D) positively

14. Though one of the sizes you requested is currently _____, we will ship the rest of your order immediately.

- (A) related (B) stylish (C) disinterested (D) unavailable

15. Even though our new cellular phone model has been _____ advertised, demand for it is still relatively low.

- (A) previously (B) sharply (C) adequately (D) widely

16. Because of the confidential nature of the contract, please keep it in a _____ place.

- (A) cautious (B) secure (C) distinguished (D) strict

17. Though the digital camera you ordered is presently out of stock, we expect to receive additional supplies _____.

- (A) soon (B) nearly (C) almost (D) usually

18. It is very important for a negotiator to resolve disagreements by providing solutions acceptable to the _____ sides.

- (A) affecting (B) criticizing (C) opposing (D) establishing

19. Because we take your privacy seriously, your private health records will be kept _____ confidential.

- (A) completely (B) quickly (C) sincerely (D) regularly

20. The new exhibition is expected to feature the most _____ selection of the ancient artifacts.

- (A) extensive (B) distracted (C) spacious (D) durable

Part VI: Chọn đáp án đúng cho câu 21 ~ 23 trong mẫu thư điện tử (e-mail) sau đây.

To: Adam Taylor, AD Experts Inc.

From: Jerry Cooper

Date: January 30

Subject: Marketing Proposals

Dear Mr. Taylor,

As you may know, we are _____ evaluating proposals submitted for the new

21. (A) extremely

(B) currently

(C) cordially

(D) fairly

marketing campaign. But, we are having difficulty making a decision among those

proposals. I know you are a distinguished expert who has significant experience in this

field.

I believe you can provide _____ information that may benefit our company by helping

22. (A) visual

(B) stringent

(C) following

(D) valuable

us choose the right one.

Please take time to review the _____ proposals and provide your opinion about

23. (A) assembled

(B) utilized

(C) allowed

(D) attached

them. Thanks a million!!!

Sincerely,

Jerry Cooper

Part VI: Chọn đáp án đúng cho câu 24 ~ 26 trong mẫu quảng cáo sau đây.

Welcome

FTU offers undergraduate and graduate degree programs in Business Administration and Management via distance learning.

Our degree programs are _____ designed for working professionals by leading

24. (A) tightly

(B) randomly

(C) slightly

(D) carefully

scholars from respected colleges and universities.

We encourage you to browse through our web site to learn how you can benefit from our self-paced, high-quality and _____ degree programs.

25. (A) attentive

(B) complimentary

(C) affordable

(D) foreseeable

Admission Requirements: A Bachelor's degree in a _____ field of study from an

26. (A) dedicated

(B) unlimited

(C) detailed

(D) related

accredited or state-approved college or university is required.

Unit 12. Từ vựng (3) – Năm vùng liên từ

Các liên từ thường gặp trong New TOEIC

1. if	nếu	only if chỉ với điều kiện
2. once	một khi	If the management approves the budget, we will begin the construction. Nếu ban lãnh đạo chấp thuận ngân sách thì chúng tôi sẽ bắt đầu việc xây dựng.
3. before	trước khi	Once we set up a task force, the team will investigate the problem. Một khi đội công tác đặc biệt được thiết lập, đội này sẽ điều tra vụ việc.
4. since	kể từ khi	Don't forget to turn off the lights before leaving the office. Đừng quên tắt đèn nước khi rời khỏi văn phòng nhé.
5. unless	trừ phi (if ~ not)	Since it was damaged by the storm, the community center has been closed. Kể từ khi bị bão tàn phá, trung tâm sinh hoạt cộng đồng đã bị đóng cửa.
6. while	trong khi (thời gian / trong phần) while ~ing	Unless we take aggressive measures, the decline in sales will deteriorate. Doanh số sẽ sụt giảm hơn nữa trừ phi chúng ta thực hiện các biện pháp mạnh.
7. although	mặc dù (= even if, even though, though)	While working part-time, Jason successfully finished his graduate studies. Jason vừa làm bán thời gian vừa học xong cao học.
8. because	bởi vì (= as, since)	Although he applied for several positions, Manny couldn't get a job. Dù đã nộp đơn xin việc làm ở nhiều nơi, Manny vẫn chưa được việc.
9. so that	để, để mà	We cannot accept credit card payments because the card reader is out of order. Chúng tôi không thể chấp nhận thanh toán bằng thẻ tín dụng vì máy quét thẻ của chúng tôi đang bị hỏng.
10. as	vì, khi	The company opened a new in-house gym so that employees can use it at any time. Công ty đã mở một phòng tập thể dục trong nhà để nhân viên có thể dùng bất cứ khi nào họ muốn.
		Subscription rates for daily newspapers are expected to rise as paper prices are on the rise. Giá đặt nhật báo chắc sẽ tăng vì giá giấy đang tăng.

1. [Unless, Since] she joined our company, Ms. Kim has been working as the accounting manager.

2. [Until, If] your billing address has changed, please contact us as soon as possible.

3. This special offer is valid [after, while] supplies last.

4. Visitors cannot enter the laboratory [unless, although] they present proper identification.

5. [As, Once] we finalize the contract, we will set up a joint venture.

6. His proposal was rejected by the committee [because, so that] it was submitted too late.

7. We have to consider several factors [before, between] we make the final decision.

8. [As, While] it was discussed in the last meeting, construction of the new parking lot will begin next week.

9. [Because, Although] she majored in history in the university, Kelly chose accounting as her career.

10. The conference room is already reserved [so that, since] we have to find another meeting place.

* Học thêm từ vựng

1. considering (thật) nếu xét đến (vừa là liên từ vừa là giới từ)
• considering his experience nếu xét đến kinh nghiệm của anh ấy
2. providing (con) nếu, miễn là (= provided)
• providing we secure enough funds miễn là chúng ta đảm bảo đủ vốn đầu tư

1. by

- ① bởi : by sales director bởi giám đốc kinh doanh
- ② nước : by the end of the month nước cuối tháng
- ③ bằng cách (by V-ing) : by comparing prices bằng cách so sánh giá
- ④ (đi theo các từ khác) : be caused by bị gây nên bởi ~

2. for

- ① để, vì : for admission để được nhận vào
- ② trong (khoảng thời gian) : for ten years trong mười năm
- ③ (đi theo các từ khác) : be responsible for chịu trách nhiệm về ~
- demand for nhu cầu về ~
- account for giải thích ~
- be known[noted] for nổi tiếng về ~
- reason for lý do của việc ~
- compete for tranh giành ~

3. with

- ① có : with a swimming pool (khách sạn) có hồ bơi
- ② cùng với : with visitors cùng với du khách
- ③ (đi theo các từ khác) : in line with theo (một công dân, quy định nào đó)
- agree with đồng ý ~ comply with tuân thủ theo ~

4. concerning

- ① về (= regarding, about) : concerning the advertisement về mẫu quảng cáo
- ② chỉ phương hướng : submit / return / send / lend A to B nộp/trả/gửi/cho mượn A cho B
- ③ trong vòng (thời gian) : within 24 hours trong vòng 24 tiếng đồng hồ
- ④ trong vòng (không gian) : within a radius of 10 miles trong vòng bán kính 10 dặm

7. among

- ① trong số (dùng cho trên 2 đối tượng) : among the most trusted companies trong số các công ty đáng tin cậy nhất
- ② nêu chỉ có 2 đối tượng thì ta dùng between : between A and B giữa A và B
- between the two companies giữa hai công ty

8. in

- ① ở, trong (địa điểm) : in the meeting room ở phòng họp
- ② trong (thời gian) : in three weeks trong ba tuần
- ③ (đi theo danh từ) : experience in kinh nghiệm về ~
- ④ (đi theo tính từ và động từ) : be interested in quan tâm đến ~
- be involved in tham dự vào ~ invest in đầu tư vào ~
- ⑤ do : due to a mechanical problem do trục trặc về máy móc

10. throughout

- ① suốt (thời gian) : throughout the year suốt năm
- ② khắp (địa điểm) : throughout the country khắp đất nước
- ③ qua, thông qua : through considerable efforts qua các nỗ lực phi thường
- ④ (đồng từ kép) : go through trải qua (= undergo) get through hoàn thành

12. on

- ① vào (ngày trong tuần) : on Tuesday vào thứ ba
- ② lên (đôi tượng) : have an effect[impact] on có tác dụng lên/đến
- ③ (đi theo các từ khác) : concentrate on tập trung vào ~ spend A on B tiêu số tiền A vào B

13. from

- ① từ (chỉ nguồn gốc) : obtain / borrow A from B lấy/mượn A từ B
- ② (đi theo các từ khác) : prohibit / prevent A from V-ing ngăn/chặn A làm ~

1. Please return the customer survey [within, by] 7 days of purchase.
2. The current high oil prices will have a negative impact [in, on] the economy.
3. The community center runs free English classes for residents [prior to, throughout] the year.

4. Detailed information about the seminar will be provided [by, within] the sales manager.

5. There is a growing demand [for, through] experienced teachers.

6. The survey results will be released [of, in] two weeks.

7. Any questions [concerned, concerning] the revised tax law should be forwarded to the accounting department.

8. S&P Co. ranks [among, at] the most influential consulting firms in the field.

9. Please submit the required documents [by, to] our loan office.

10. The company announced they will open a new hotel [with, for] a brand-new

fitness center.

11. Travelers can obtain city guide books [from, to] one of the information centers.

12. You can be acquainted with the new system [on, through] frequent use.

13. The outdoor concert has been canceled [due to, concerning] the heavy rain.

* Học thêm từ vựng

1. Phân biệt for và since

Sau since là một mốc thời gian cụ thể, như since last week, since 1980. Sau for là một khoảng thời gian, như for 30 years (trong 30 năm).

2. Phân biệt within và by

Sau within là một khoảng thời gian, nhằm diễn tả kỳ hạn, như within 7 days (trong vòng 7 ngày). Sau by là một mốc thời gian cụ thể, như by the end of the week (trước cuối tuần này).

2. in celebration of
để (an) mừng ~
in celebration of his promotion để mừng anh ấy được thăng chức

3. at no cost
miễn phí (= for free)
be provided at no cost được cung cấp miễn phí

4. on one's way to
trên đường tới ~
on his way to the conference center trên đường tới trung tâm hội nghị

5. in accordance with
theo đúng ~, theo sát với ~, phù hợp với ~
in accordance with the company policy theo (đúng) chính sách của công ty

6. in addition to
ngoài ~ ra
in addition to excellent benefits ngoài lợi ích rất lớn ra

7. according to
theo ~
according to the article theo bài báo

8. under warranty
được bảo hành
be considered under warranty được xem là đang trong thời hạn bảo hành

9. upon request
khi có yêu cầu
be available upon request được đáp ứng khi có yêu cầu

10. by means of
bằng cách ~
by means of remote control bằng cách điều khiển từ xa

11. above one's expectations
vượt ngoài sự mong đợi (= beyond one's expectations)
above the expert's expectations vượt ngoài sự mong đợi của chuyên gia

12. in excess of
vượt quá, hơn ~
in excess of 100 dollars vượt quá 100 đô la

13. be noted for
được biết đến về/nhờ ~ (= be known for)
be noted for excellent service được biết đến nhờ chất lượng phục vụ tuyệt hảo

14. at the latest
trễ nhất
by Friday at the latest trễ nhất là trước thứ sáu

15. at all times
luôn luôn
wear gloves at all times luôn đeo găng tay

1. Construction workers should wear safety helmets [at, for] all times.

2. Product catalogs are available [at, upon] request.

3. Children under seven can enter the museum [at, with] no cost.

4. Tommy was transferred to Boston in accordance [at, with] his request.

5. Products which are within a year from purchase are [about, under] warranty.

6. The second-quarter earnings were significantly [above, upon] the director's expectations.

7. The president expressed her sincere thanks to all employees on behalf [of, to] the board of directors.

8. We offer comprehensive benefits in addition [to, with] special incentives.

9. Maggie has been noted [for, through] her bold and creative designs.

10. [On, Of] their way to New York, the delegates will stop over in the Tokyo office.

11. Please complete the budget report by this Wednesday [on, at] the latest.

12. A special luncheon will be held [in, at] celebration of the opening of the new plant.

13. All the heavy office equipment has been moved [in compliance with, by means of] a crane.

14. Ms. Lee will be promoted [according to, regardless of] the company newsletter.

15. You need to report to customs officials if you have money in excess [over, of] \$10,000.

Vocabulary Review Test 3

Liên từ

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. There are a number of people who are interested _____ investing in overseas stocks and real estate.
(A) about (B) on (C) for (D) in
2. Through our online graduate program, you can get your master's degree _____ a year.
(A) instead of (B) within (C) under (D) besides
3. Thanks to its strong performance, the company's stock price has nearly doubled _____ it went public twenty years ago.
(A) if (B) since (C) regarding (D) than
4. Please be aware that we are not able to process your loan application _____ proper documentation.
(A) upon (B) until (C) without (D) along
5. Each month, one outstanding employee will be honored _____ his or her exceptional contributions to our company.
(A) for (B) at (C) across (D) over
6. _____ he finishes reviewing the accounting procedures, the auditor will go over all the financial reports.
(A) Whether (B) Once (C) As if (D) Yet
7. It has been decided by the joint committee to equally distribute the research grant _____ the participating research institutions.
(A) toward (B) among (C) after (D) during
8. This copier will bring you reliable and quality service _____ maintenance checks are carried out periodically.
(A) including (B) in case (C) as long as (D) unless
9. Employees are reminded to turn off their computer equipment _____ leaving the office.
(A) before (B) until (C) because (D) then
10. It is advisable for employees to submit vacation preferences by next Friday _____ the latest.
(A) at (B) before (C) until (D) up to

11. We have rescheduled the meeting _____ that the delegates who will arrive tomorrow can attend.

- (A) so (B) concerning (C) over (D) since

12. Mr. Nelson has been given a challenging assignment, which is to lead the research institute _____ the process of restructuring.

- (A) behind (B) above (C) except (D) through

13. As you can see, I have included a list _____ my previous supervisors in addition to a cover letter and a résumé.

- (A) across (B) to (C) of (D) among

14. Mr. Bright arrived at the conference center on time _____ his flight was almost 30 minutes late.

- (A) as if (B) because (C) even though (D) regardless of

15. The proposed youth center has a spacious recreational area _____ a running track.

- (A) across (B) beside (C) with (D) from

16. _____ the new advertising campaign helps improve sales, the marketing team will have to justify the expenses.

- (A) Unless (B) Only (C) Whether (D) While

17. Further questions _____ the merge announcement should be directly forwarded to the public relations department.

- (A) relating (B) connecting (C) concerning (D) referring

18. For those experiencing difficulties with Internet access, technical support is available _____ the day.

- (A) from (B) about (C) between (D) throughout

19. Creating a friendly working environment can help reduce personal stress _____ increasing long-term productivity.

- (A) but (B) whether (C) since (D) while

20. We had to hire more than 30 sales personnel last month _____ we have noticed a strong demand for our new products.

- (A) that (B) if (C) as (D) which

SBA Business Customer Satisfaction Survey

Thank you _____ visiting this Website.

21. (A) through
(B) as
(C) for
(D) before

You have been randomly selected to take part in this survey that is being conducted by _____ Market Research Inc.

22. (A) by
(B) since
(C) without
(D) to

Market Research Inc. has been assigned to conduct the survey _____
23. (A) by means of
(B) on behalf of
(C) in observance of
(D) in excess of

the U.S. Small Business Association.

Please take a minute or two to provide us with your opinions. The feedback you provide will help us serve you better in the future. All results are strictly confidential.

Part VI: Chọn đáp án đúng cho câu 24 ~ 26 trong mẫu quảng cáo sau đây.

GIVE A FREE GIFT SUBSCRIPTION

_____ you are considering a gift for someone, you have just found the answer.

24. (A) Since

(B) For

(C) However

(D) If

Give a free gift subscription _____ you buy one!

25. (A) when

(B) unless

(C) prior to

(D) which

Treat someone special to America's most popular magazine and save. You pay the low price of \$13.98 for the first subscription, and get the second _____ no additional charge.

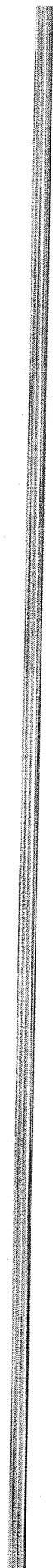
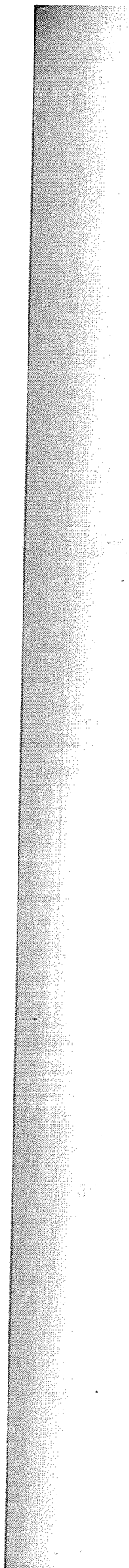
26. (A) to

(B) at

(C) due to

(D) from

That's 2 subscriptions for just \$13.98.



BIG STEP TOEIC 2

Reading

- Unit 13. Đọc hiểu (1) – Thư tín/E-mail
- Unit 14. Đọc hiểu (2) – Quảng cáo
- Unit 15. Đọc hiểu (3) – Thông báo/Thư báo

RC

Các bài đọc về thư tín thường có cấu trúc cố định. Vì thế, nếu nắm vững cấu trúc này, bạn sẽ tìm câu trả lời dễ dàng hơn.

1. Phân tích câu hỏi

Questions 1 ~ 2 refer to the following letter.

Bài đọc này ở dạng một bức thư.

Q.1 What is the main purpose of this letter?

Câu hỏi này hỏi về mục đích chính của bức thư. Mục đích này thể hiện rất rõ ở phần đầu của bức thư.

Q.2 Who sent this letter?

Câu hỏi này hỏi về người viết bức thư. Ta có thể tìm thấy thông tin này ở phần đầu hoặc phần cuối bức thư.

2. Phân tích bài đọc

RSV Rent-A-Car

Ruth Hamilton

Sales Manager, Star Tech Co.

1129 Jacksonville Street

Los Angeles, CA 91105

Dear Ruth,

I am sending this letter to inform you that our address has changed due to the recent move to another office building.

mục đích của bức thư (đáp án cho Q.1)

For our customers' convenience, we decided to move our office which is now conveniently located on 5th Street. Please visit our website to find directions to our new office and contact information.

Sincerely,

James McCarthy

Sales Manager

thông tin về người gửi thư (đáp án cho Q.2)

inform (v) thông báo change (v) thay đổi move (v) chuyển, di chuyển locate (v) đặt vào vị trí
convenience (n) sự tiện lợi conveniently (adv) một cách tiện lợi contact information thông tin
liên lạc

Quick Quiz

To: Paul Martins, Marketing Director of ANC Chemicals Inc.
From: Jeremy Heifers
Date: February 17
Subject: Marketing Seminar

Thank you for your invitation to the marketing seminar which will be held in Royal Heritage Hotel.

I'm very delighted to have been invited to the seminar as a guest speaker. Please send me more specific information on the seminar with a detailed schedule. Don't hesitate to contact me if you have any specific request for the seminar address.

Regards,
Jeremy Heifers

1. What is the main purpose of the e-mail?
2. To whom is this e-mail intended?
3. Who wrote the e-mail?

01 Câu hỏi chi tiết và câu hỏi bổ sung

1. Phân tích câu hỏi

Questions 1~3 refer to the following e-mail.

Bài đọc này ở dạng một e-mail (thư điện tử).

Q.1 What is attached to the e-mail?

Câu hỏi này hỏi về tài liệu được đính kèm theo e-mail. Key word cho câu hỏi này thường là những động từ mang nghĩa bao gồm hay đính kèm như: attach, include, enclose.

Q.2 What are the members asked to do?

Câu hỏi này hỏi về việc mà người gửi yêu cầu mọi thành viên làm. Key word cho dạng câu hỏi này là những từ mang nghĩa yêu cầu hay nhờ vả như please, want, ask, invite.

Q.3 Who is Dr. Parker?

Câu hỏi này hỏi về Dr. Parker.

2. Phân tích bài đọc

Margaret Winston

profile.

Please reply to this e-mail if you wish to attend the lecture.

lecture on recent business trends.

At Monday's meeting, Dr. Parker, who is one of the most successful venture investors in the field, will give a special

This is a reminder of the next meeting. We will hold the meeting at the Maxim Business Center downtown.

Subject: Regular meeting

Date: July 20

From: Margaret Winston

To: All members

thông tin về Dr. Parker
(đáp án cho Q.3)

nội dung yêu cầu
(đáp án cho Q.2)

thông tin về tài liệu
đính kèm (đáp án cho Q.1)

reminder (n) lời nhắc nhở regular meeting (n) họp thường kỳ successful (a) thành công investor (n) nhà đầu tư invest (v) đầu tư trend (n) xu hướng special (a) đặc biệt reply to hỏi đáp attend (v) tham dự refer to xem attached được đính kèm profile (n) tiểu sử

Quick Quiz

Any-Travel.Com

MTB Networks Co.
158 Jefferson Road
Boston, MA 10914

Thank you for contacting Any-Travel.Com. We have been in business for more than 10 years serving corporate clients.

As you requested, we have recommended several options for accommodations. Please consult the enclosed documents regarding your travel plan. Once you choose one of the hotels, we will begin confirming flight schedules and hotel reservations.

Please inform us of your decision by this Friday.

Sincerely,

Harry Cooper

Sales Manager

1. What is enclosed with the letter?

2. What is Mr. Cooper asking MTB Networks to do?

Questions 1-4 refer to the following e-mail.

300 | 301 BIG STEP TOEIC 2

To: Global Freight Inc.
From: Core Hosting Co.
Date: March 10
Subject: Domain Renewal

This is a reminder that your domain, www.globalfreight.com, will expire on March 30. Please renew it before the expiration date, so you do not lose your exclusive right to the domain name. For your convenience, our online renewal form is available at your fingertips. Just click here to access the form.

There are three options to choose from one, two or five years. The charge is \$50, \$80 and \$200, respectively. We provide payment installment plans for business clients. If you want to cancel your domain, please fill out and submit an online form. A charge of \$20 will be added if you wish to change your domain.

Thank you for your business.

Henry Brock,
Core Hosting Co.

1. What is the purpose of the e-mail?

- (A) To promote an online renewal form
- (B) To inform a client of the expiration date
- (C) To sell a domain name
- (D) To encourage a company to change its domain

2. What will happen if the company doesn't renew the service?

- (A) It has to pay additional charges.
- (B) Substantial fines will be assessed.
- (C) Another firm might take over its name.
- (D) It could lose its website.

3. How much does a company pay if they want another address?

- (A) \$20
- (B) \$50
- (C) \$80
- (D) \$200

4. What must a company do to discontinue the service?

- (A) Fill out a form
- (C) Sell its current domain
- (B) Pay an additional charge
- (D) Download software

Questions 5-7 refer to the following letter.

September 19

Mr. David Asher, President
Ford Construction Company
7083 Warren Sharon Rd
Brookfield, OH 44403

Dear Mr. Asher,

On behalf of the board of directors of Kelly Pharmaceutical Co., I would like to express our sincere appreciation to Ford Construction Company for successfully completing the reconstruction of our headquarters building.

Working under difficult conditions and tight schedules, your dedicated workers finished the project on time, as you had promised.

I want to especially recognize your project manager, Fred Zook, who effectively led your team of professional and skilled workers.

Sincerely,

Eugene Klaasmeyer
CEO, Kelly Pharmaceutical Co.

5. What is the purpose of the letter?

- (A) To complain about poor construction
- (B) To celebrate a new company building
- (C) To announce a promotion
- (D) To express thanks for a fine job

6. What is mentioned as a problem of the construction?

- (A) Unfavorable weather conditions
- (B) A lack of skilled workers
- (C) Tight schedules
- (D) Financial constraint

7. Who is given special mention for leadership?

- (A) David Asher
- (B) Eugene Klaasmeyer
- (C) Fred Zook
- (D) A team of workers

Questions 8-10 refer to the following e-mail.

To: Larry Thompson
 From: Jason Harbor
 Date: September 20
 Subject: Room reservations

As you requested, I contacted several hotels to find a more comfortable place for the annual shareholders' meeting scheduled on October 17. Among those contacted, the Treasure Island Hotel does have the facilities that meet our needs.

I booked the Conference Room C which can easily accommodate 200 people; the Abbey Room for press meetings, and the Rose Dining Room where the luncheon will be served after the shareholders' meeting.

The following equipment and services are also needed:

- Three TV monitors
- A public address system
- Light refreshments

I will contact you next Monday to confirm the arrangements as outlined above.

Jason Harbor
 Event Planning

8. What will be held after the shareholders' meeting?

- (A) A public address
- (B) A press conference
- (C) Lunch
- (D) Light refreshments

9. In which room will reporters most likely gather?

- (A) The president's office
- (B) Conference Room C
- (C) Rose Dining Room
- (D) Abbey Room

10. Which of the following is NOT needed?

- (A) A projector
- (B) Drinks
- (C) Microphones and speakers
- (D) TV monitors

Questions 11–15 refer to the following e-mail and notice.

To: Kevin McBride
From: Taylor Nelson
Date: April 11
Subject: Your recent order
Dear Mr. McBride,

I'm sorry to inform you that we are currently unable to accept your order because your order dated April 7 used an expired price list.
In a notice issued March 10 (a copy of which is attached to this e-mail), we informed our distributors of price increases on all products, which became effective April 1. Please contact me as soon as possible to correct this problem.
We look forward to hearing from you soon.

Sincerely,

Taylor Nelson,
Order Department

Due to current price increases in raw materials, J&C Electronics has decided to raise our wholesale prices effective April 1. As of April 1, any order based on the current price list cannot be processed.

Please contact the Order Department for further questions. The price list will be available on our website at www.jnc.com.

NOTICE

11. When was the notice issued?

- (A) March 10
- (B) April 1
- (C) April 7
- (D) April 11

12. What is attached to this e-mail?

- (A) An order form
- (B) A new price list
- (C) A notice
- (D) A current price list

13. In the email, what is Taylor Nelson asking Mr. McBride to do?

- (A) Visit the website
- (B) Use an online order form
- (C) Place a new order
- (D) Give him a call

14. In the notice, what is the reason for the company to raise prices?

- (A) Fierce competition
- (B) Low profitability
- (C) Expensive raw materials
- (D) New ordering system

15. What is NOT stated in the two passages?

- (A) The reason why the company cannot accept Mr. McBride's order
- (B) The date that the new prices became effective
- (C) The way to obtain the new price list
- (D) The items that Mr. McBride ordered

Ghi chú chỉnh sửa lựa chọn sai



01 Câu trúc và dạng thức câu hỏi của bài đọc

1. Phân tích câu hỏi

Questions 1~2 refer to the following advertisement.

• Bài đọc này ở dạng một mẫu quảng cáo.

Q1 What is this advertisement about?

• Câu hỏi này hỏi về nội dung của mẫu quảng cáo (quảng cáo cái gì, sản phẩm hay dịch vụ).

Q2 Who is most likely to be interested in the advertisement?

• Câu hỏi này hỏi về đối tượng mà mẫu quảng cáo nhắm tới.

2. Phân tích bài đọc

UW MBA Program

In today's competitive business environment, career advancement depends more and more on your competency, not how long you've worked. Employers expect employees to have degrees that incorporate the latest skills and knowledge.

The online degrees in business at UW are designed for busy adults, many of whom already have extensive business experience. As a UW student, you will develop a personalized Academic Action Plan that builds on what you already know.

quảng cáo về chương
trình học thạc sĩ
quản trị kinh doanh
(đáp án cho Q.1)

đối tượng mà
mẫu quảng cáo
nhắm đến
(đáp án cho Q.2)

competitive (a) mang tính cạnh tranh environment (n) môi trường career advancement thăng tiến
 nghề nghiệp competency (n) năng lực incorporate (v) bao gồm, chứa đựng latest mới nhất skill
 kỹ năng knowledge (n) kiến thức adult (n) (a) người lớn extensive (a) rộng develop (v) phát
 triển personalized (a) riêng

Quick Quiz

Herald Software Inc. is a software company specializing in developing and distributing educational software products. We are looking for a training manager for our Training Department.

Job Description:

- *Developing management training curriculum
- *Organizing in-house staff development seminars
- *Coordinating external seminars in collaboration with outside institutions.

Job Requirements:

- *A Bachelor's degree in education or related field
- *At least three years experience in adult training
- *Excellent communication skills
- *Good problem solving skills

We offer a competitive salary and comprehensive benefits package including tuition reimbursement.

Please send your resume with two reference letters to recruiting@heraldsoft.com no later than September 30. To find out more about the position, please visit our website at www.heraldsoft.com.

1. What is the company's specialty?

2. What is stated as one of the job responsibilities?

3. What is NOT required for the position?

01 Câu hỏi chi tiết và câu hỏi bổ sung

1. Phân tích câu hỏi

Questions 1-3 refer to the following advertisement.

Bài đọc này ở dạng một mẫu quảng cáo.

Q.1 What is NOT true about the advertisement?

Đây là câu hỏi phủ định. Đáp án là thông tin không đúng về mẫu quảng cáo.

Q.2 To take advantage of the offer, what is minimum purchase requirement for customers in Canada?

Đây là một câu hỏi chi tiết.

Q.3 To whom is the advertised offer not applied?

Đây cũng là câu hỏi phủ định. Đáp án là đối tượng mà nội dung khuyến mãi không nhắm đến.

2. Phân tích bài đọc

Put Off the Payments - Not the Purchase!

No payments and no interest for 6 months on any purchase of \$299 or more made on The Home Depot Consumer Credit Card.

Minimum purchase requirement of \$299 or more in the U.S. and Puerto Rico, minimum purchase requirement of \$450 in Canada.

Offer is not available in Mexico.

- danh cho khách thanh toán bằng thẻ tín dụng (đáp án cho Q.1)
- lượng mua tối thiểu cho khách hàng ở Canada (đáp án cho Q.2)
- khu vực không được áp dụng chương trình khuyến mãi này (đáp án cho Q.3)

put off (v) trì hoãn payment (n) việc thanh toán interest (n) lãi suất purchase (n) việc mua hàng
 minimum (a) tối thiểu requirement (n) yêu cầu offer (n) đợt khuyến mãi available (a) sẵn có, tồn tại

Quick Quiz

Aero Fitness Centers is one of the largest fitness companies in the industry.

Our exceptional people are the reason that we have shown consistent revenue growth year after year. This commitment to excellence continues in our search for qualified sales professionals!

SALES COUNSELOR

Job Descriptions:

A sales counselor is the key to our clients' success. The focus of the sales counselor is to meet personal sales goals by assisting our clients to lose weight through one-on-one counseling and the sale of our proven products, which include vitamins and nutritional supplements.

Requirements:

What are the characteristics of a successful sales counselor?

- Persuasive • Energetic & Enthusiastic • Team Player • Customer Service Oriented

We prefer candidates who have previous sales experience or work experience in related industries. Your energy and drive to succeed will be rewarded with a competitive hourly wage and commission program. We also offer a comprehensive benefits package.

1. What is true about the company?

2. What is stated as a reason for the company's success?

Questions 1-3 refer to the following advertisement.

Don't miss out on these great China Getaways - Call 1-877-738-2742

This fall, visit fascinating China. Stand in Tiananmen Square in the heart of Beijing to watch the traditional raising of the flag to celebrate China's National Day on October 1. Stay throughout the Golden Week and learn about China's history at popular sights such as the Great Wall, and the Forbidden City.

7-Day Beijing Fall Special Getaway

\$948 - Departure Dates: 10/6, 10/7, 10/8

\$998 - Departure Dates: 9/26, 9/28, 10/3, 10/5

1. What is this advertisement about?

- (A) Airline tickets
- (B) Hotel reservations
- (C) Travel agencies
- (D) Travel products

2. Who is most likely to be interested in the advertisement?

- (A) College professors
- (B) Travelers who are planning to visit China
- (C) Students learning Chinese history
- (D) Residents in Beijing

3. Which of the following is NOT indicated in the advertisement?

- (A) Departure dates
- (B) Prices
- (C) Places to visit
- (D) Hotel names

Questions 4–7 refer to the following job advertisement.

Financial Assistant Needed

Prime Capital Co. is one of the fastest growing financial firms in the industry. We are currently seeking financial assistants.

Duties:

- * Assist with daily operations of financial advisors
- * Review and analyze reports submitted from departments
- * Prepare financial reports for financial advisors

Requirements:

- * A college degree in Accounting or Finance
- * Previous experience directly related to the duties outlined above
- * Good computer skills
- * MBA preferred

Applicants should send their résumé and cover letter to recruiting@primicap.com. Please remember only those chosen for the interview will be contacted. No phone calls. For further information about our company and the position, please visit our website at www.primicap.com.

4. What kind of position is being advertised?

- (A) A financial advisor
- (B) A legal assistant
- (C) A senior manager
- (D) A financial assistant

5. What is NOT listed as a requirement for the position?

- (A) Working experience
- (B) A résumé
- (C) A MBA degree
- (D) Computer abilities

6. How can people get more information about the company?

- (A) By calling the company
- (B) By visiting its website
- (C) By requesting information
- (D) By visiting the company

7. What is true about the recruiting process?

- (A) Applicants should send reference letters.
- (B) Some applicants will have an interview.
- (C) The company will conduct an interview over the phone.
- (D) Application materials should be submitted in person.

Questions 8-10 refer to the following advertisement.

Help Center for Tourists

Our goal is to provide tourists visiting our city with the following services.

Information on the city including tourist attractions.

Free Interpretation

- English-speaking volunteers are on call 24 hours a day.

*City Tour Bus

- The City Tour Bus runs a course that covers major points of interest in the city.
- Buses come every 30 minutes.
- It usually takes 2 hours to finish the tour.

To find more about the center, visit our website at www.infocenter.com.

8. What is NOT a service provided by the help center?

- (A) Tour information
- (B) Tour bus
- (C) Free tour conductor
- (D) Interpretation

9. What can be inferred about the interpretation service?

- (A) It's available only in English.
- (B) It's available only during weekdays.
- (C) It's a paid service.
- (D) It's operated by paid interpreters.

10. What is NOT true about the tour bus?

- (A) It passes most tourist attractions in the city.
- (B) It takes 2 hours to finish.
- (C) It comes every hour on the hour.
- (D) It is operated by the help center.

Questions 11-15 refer to the following advertisement & review.

Plasma TV

Overview:

HP delivers decades of technological leadership in a stylish high-definition TV.

Get 10% off any new HP television:

Add a new television to your online cart. After reviewing purchases in your shopping cart, continue to the checkout page and insert coupon code TV6677. Coupon expires 1/30/2007.

User Reviews

Overall: ★★★★★

Reviewer: Danielle

We just bought this TV as an early Christmas present. It is fantastic and no one can believe we got it for only \$1,200.

It was so easy to set up and user-friendly. I also read consumer reports before buying it, and it was in the top of the 42 Plasma's to buy. Once again, it is a great TV.

11. What should a customer do to receive a discount?

- (A) Enter the coupon code
- (B) Present a coupon
- (C) Register as a new member
- (D) Recommend new customers

12. When does the offer end?

- (A) At the end of January
- (B) At the beginning of January
- (C) At the end of February
- (D) At the beginning of February

13. What is NOT stated as a reason for Danielle's satisfaction with the TV?

- (A) Affordable price
- (B) Easy of use
- (C) Discount offer
- (D) User-friendly

14. Why did Danielle buy the TV?

- (A) To replace an old one
- (B) To sell to another person
- (C) To donate to a local charity group
- (D) To give to someone as a gift

15. What can be implied about Danielle?

- (A) She gave the TV a poor rating.
- (B) She read an article about the TV.
- (C) She didn't receive the 10% discount.
- (D) She is a regular customer of the store.

Ghi chú chỉnh sửa lựa chọn sai



Unit 15. Đọc hiểu (3) – Thông báo / Thư báo

Câu trúc và dạng thức câu hỏi của bài đọc

01

1. Phân tích câu hỏi

Questions 1-2 refer to the following *memo*.

• Bài đọc này ở dạng một mẫu thư báo nội bộ (memo).

Q.1 What is the *main purpose* of the memo?

• Câu hỏi này hỏi về mục đích của mẫu thư báo.

Q.2 Who *issued* the memo?

• Câu hỏi này hỏi về người gửi mẫu thư báo.

2. Phân tích bài đọc

To: All Employees
From: Fred Johns, CEO of PCA Investment Co.
Date: November 27
Subject: Staff Change

I'm very pleased to announce the promotion of Mr. Hoffman to the position of senior marketing manager in our international marketing division.

He will be responsible for devising effective international marketing strategies and overseeing regional offices throughout Asia.

Mr. Hoffman joined our company 5 years ago and was promoted to marketing manager last year. He was transferred to the branch office in Hong Kong last year. Please congratulate him on his promotion.

Fred Johns

thông tin về người gửi (đáp án cho Q.2)
chủ đề của mẫu thư báo (đáp án cho Q.1)
mục đích của mẫu thư báo (đáp án cho Q.1)

be pleased to do vui lòng làm — announce (v) thông báo promotion (n) việc thăng chức
 senior (a) cấp cao division (n) bộ phận be responsible for chịu trách nhiệm về — devise (v) nghĩ
 ra, lập (kế hoạch) effective (a) có hiệu quả strategy (n) chiến lược oversee (v) giám sát
 transfer (v) (thuyển) chuyển congratulate (v) chúc mừng

Quick Quiz

Warranty Information

The warranty on our chairs ranges from one year to lifetime warranties. Most warranties cover full replacement for at least three years. Specific warranties are stated on the sales receipt.

To find out if you qualify for our warranty service, please call our customer service center or visit our website. Please have your warranty card, product model, and receipt ready.

1. What is this notice about?

2. Who is this notice most likely aimed at?

3. What should people prepare when calling the service center?

1. Phân tích câu hỏi

01 Câu hỏi chi tiết và câu hỏi bổ sung

Questions 1~2 refer to the following notice.

Bài đọc này ở dạng một mẫu thông báo.

Q.1 Which customers cannot use the delivery service?

→ Đây là câu hỏi phủ định. Đáp án là đối tượng khách hàng không được hưởng dịch vụ giao hàng.

Q.2 What is true about the notice?

→ Đây là một câu hỏi chi tiết. Học viên nên dùng phương pháp loại trừ cho câu hỏi này.

2. Phân tích bài đọc

Free Appliance Delivery

Offer is valid until March 29, 2007 by mail-in rebate with any appliance purchase totaling \$300 or more. Normal delivery terms apply.

Delivery is not available in some areas, like Alaska and Hawaii.

Offer is valid on purchases from Appliance Direct stores and appliancedirect.com only. See rebate form for redemption details. Maximum rebate is \$50.

→ tiêu chuẩn để được hưởng dịch vụ giao hàng
→ đối tượng khách hàng không được hưởng dịch vụ giao hàng (đáp án cho Q.1)
→ số tiền tối đa được hoàn lại (đáp án cho Q.2)

appliance (n) hàng hóa offer (n) đợt ưu đãi, đợt khuyến mãi valid (a) có hiệu lực mail-in (a) bằng đường bưu điện rebate (n) tiền hoàn trả, tiền chiết khấu total (a) (v) tổng cộng apply (v) áp dụng redemption (n) việc lấy lại detail (n) chi tiết maximum (a) tối đa

Quick Quiz

MEMORANDUM

To: All Employees

From: Elliot Morgan, Human Resources Director

Date: February 19

Subject: Vacant Position

Because of the Ms. Loren's sudden resignation, the Network Administrator position is currently vacant. According to our company's in-house recruiting policy, qualified employees are encouraged to apply for the position in the Information Technology Department. If interested, please submit the following documents to the Human Resources Department no later than March 5.

* An application form available from the Human Resources office

* A reference letter from your current supervisor

* A résumé

The successful candidate will be notified by March 15. For a more detailed job description, please visit our office.

Elliot Morgan

1. What is NOT listed as required documents?

2. When is the deadline for submitting the application?

3. To get more information about the position, what should employees do?

Questions 1-3 refer to the following notice.

Return Policy

It is a must to contact us before returning the item(s). Items returned without our prior approval will not be processed.

30 Days Money Back Policy

Shipping, handling fee and insurance are NOT refundable in any way. Item must be returned to us within 30 days of your purchase. Returns are refunded through money order ONLY. If you choose other payment method, sorry, we CANNOT refund the item.

30 Days Warranty

All defective items will be replaced with brand new items for the first 30 days of your purchase. Buyer is responsible for the return shipping charge ONLY if the defect is the factory's fault or damaged during shipping. New item will be sent within 5-7 business days after receiving your returned item.

1. What should customers do before asking for a refund?

- (A) They should return the item.
- (B) They should contact the company.
- (C) They should pay shipping charges.
- (D) They should submit a receipt.

2. What is NOT true about the 30 Days Money Back Policy?

- (A) Insurance will not be refunded.
- (B) Items must be returned within 30 days.
- (C) Refunds will be deposited into an account.
- (D) Handling fees are not refundable.

3. In which case is an item exchanged for a brand new item?

- (A) Items unopened
- (B) Items under warranty
- (C) Items with defects
- (D) Items with a receipt

Questions 4-6 refer to the following memo.

MEMO	
<p>To: All employees From: Tylor Johns Date: May 20 Subject: Parking lot</p>	<p>This is an announcement that the management has approved a plan to repave the employee parking lot. The work will begin on June 1. During the work, employees are not allowed to use the parking lot. We strongly recommend taking public transportation. Employees can use a parking lot in the Commerce Building for \$100 a month. The work should be done by June 15.</p> <p>Please accept our apologies for the inconvenience and thank for your cooperation.</p> <p style="text-align: right;">Tylor Johns Facilities Manager</p>

4. What is the purpose of the memo?

- (A) To announce the opening of the new employee parking lot
- (B) To inform staff of maintenance work
- (C) To thank employees for their cooperation
- (D) To announce a partnership

5. How long will the construction take?

- (A) Several days
- (B) One week
- (C) Two weeks
- (D) A month

6. What inconvenience will employees face in June?

- (A) They should work overtime.
- (B) They are prohibited from using the parking lot.
- (C) The parking rates will be raised to \$100.
- (D) They should collaborate in the repaving work.

Questions 7~9 refer to the following notice.

Library Fines and Fees

Overdue Materials:

- Books, Audio Books, Music CDs, Magazines:

*\$0.10 per day per item

*\$5.00 maximum fine per item

- Video Cassettes & DVDs:

*\$1.00 per day per item

*\$5.00 maximum fine per item

Lost or Damaged Materials:

*Replacement cost plus \$5.00 processing fee

*For items whose cost is undeterminable, the default replacement cost is \$25.00

plus \$5.00 processing fee.

*An exact replacement for a lost item will be accepted, but a \$5.00 processing

fee will still be assessed.

7. How much does a customer have to pay for overdue magazines?

- (A) \$0.10 per day per item
- (B) \$1 per day per item
- (C) \$5 per day per item
- (D) \$25

8. What is true about lost or damaged materials?

- (A) Maximum fine is \$5.
- (B) A processing fee is charged in any case.
- (C) Replacement cost is \$5.
- (D) An exact replacement is possible at no cost.

9. How much will be charged for lost materials whose original prices are not available?

- (A) \$1
- (B) \$5
- (C) \$25
- (D) \$30

Questions 10~14 refer to the following notice and e-mail.

NOTICE

A seminar on Current Social & Political Issues will be held:

Presenter		Topic
John McGuire	Stephen Revere	Market values and social values
Dennis Florig		The responsibility of intellectuals
		Power and Terror; A videotaped interview

Date: June 3, 2:00~5:00 P.M.

Place: Seminar room 203, Louis University

For more information, please send an e-mail to the e-mail address below. Your ideas and questions are always welcome.

The Society for Social & Political Studies

E-mail: aaronsmith@ssps.org

To: aaronsmith@ssps.org

From: Morgan Hoffman

Date: May 28

Subject: Seminar on Current Social & Political Issues

Hi, I'm Morgan Hoffman majoring in Social and Political Economics in Louis University. Professor McKinsey recommended I attend the seminar you are organizing. I'm really interested in attending the seminar on current social and political issues. I wonder if there is anything I have to bring. Please let me know.

Morgan Hoffman

10. Who is going to speak about the responsibility of intellectuals?

- (A) Aaron Smith
- (B) John McGuire
- (C) Stephen Revere
- (D) Dennis Florig

11. When will a visual aid be used?

- (A) John McGuire's lecture
- (B) Dennis Florig's lecture
- (C) During the Q & A session
- (D) After the seminar

12. How can someone attend the seminar?

- (A) By registering at the seminar
- (B) By suggesting ideas
- (C) By sending an e-mail
- (D) By participating in the seminar

13. What does Mr. Hoffman want to know about?

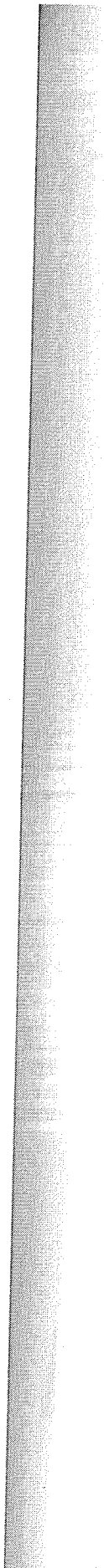
- (A) How to contact the speakers
- (B) Where to go
- (C) What to prepare
- (D) How to attend

14. How did Mr. Hoffman learn about the seminar?

- (A) From a faculty member
- (B) From the notice
- (C) From his friend
- (D) From the organizer

Ghi chú chỉnh sửa lựa chọn sai





BIG STEP
TOEIC 2

Actual
Test

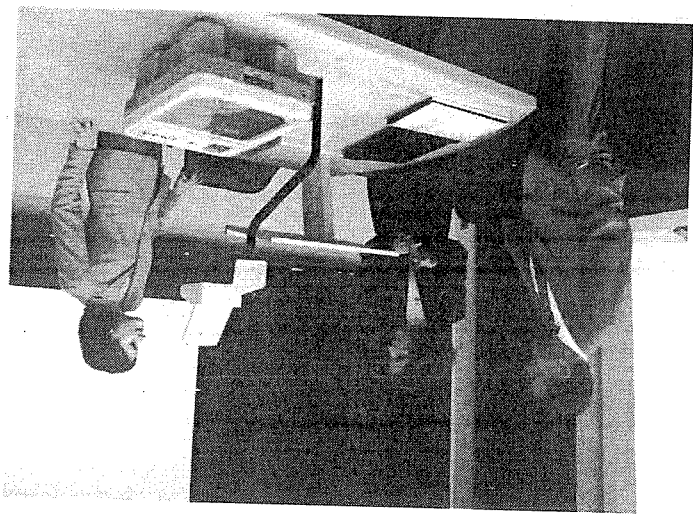
Listening Comprehension

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 45 minutes. There are four parts, and directions are given for each part. You must mark your answers on the separate answer sheet. Do not write your answers in your test book.

Part 1 120.mps

Directions: For each question in this part, you will hear four statements about a picture in your test book. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then, find the number of the question on your answer sheet and mark your answer. The statements will not be printed in your test book and will be spoken only one time.

Look at the example item below.



Now listen to the four statements.

Sample Answer

- (A) (B) ● (D)

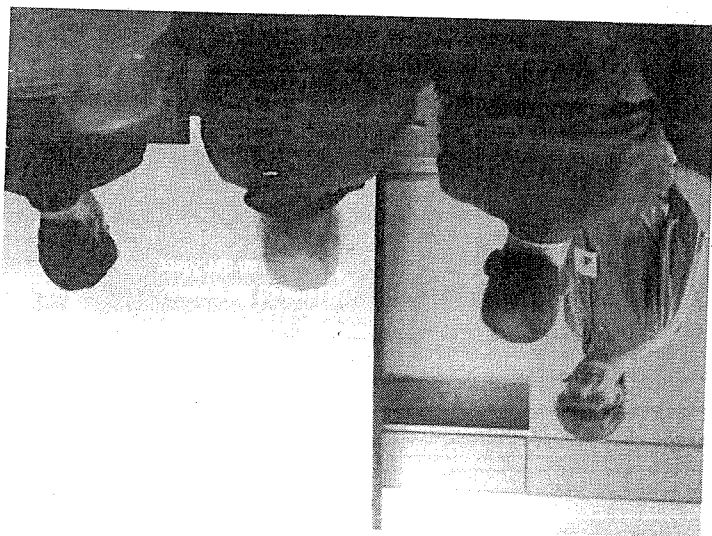
Statement (C), "They're standing near the table," is the best description of the picture, so you should select answer (C) and mark it on your answer sheet.

1.

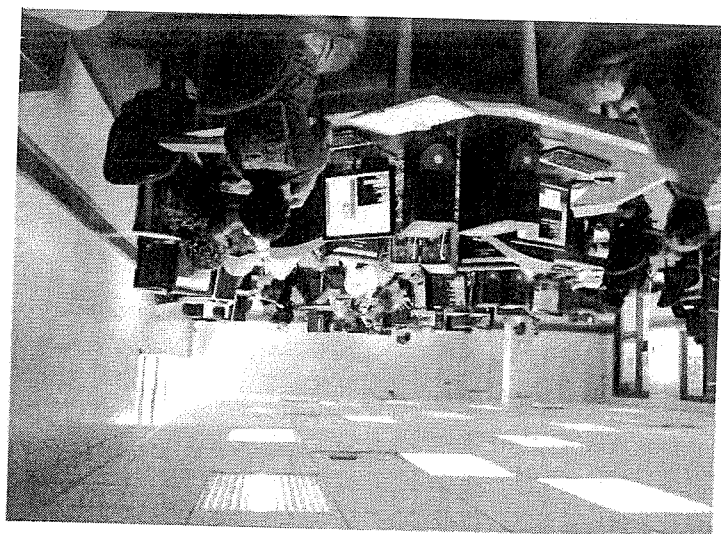


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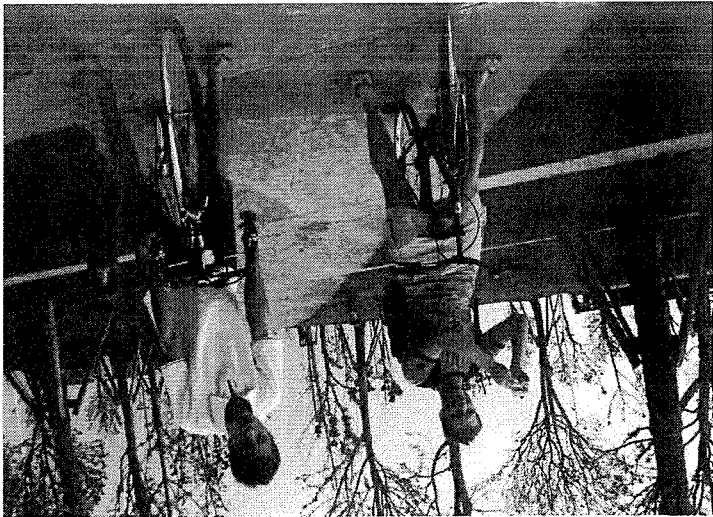




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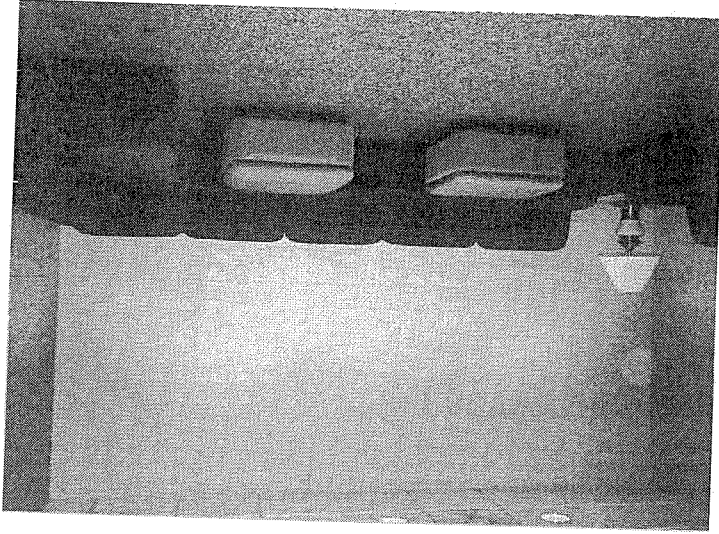
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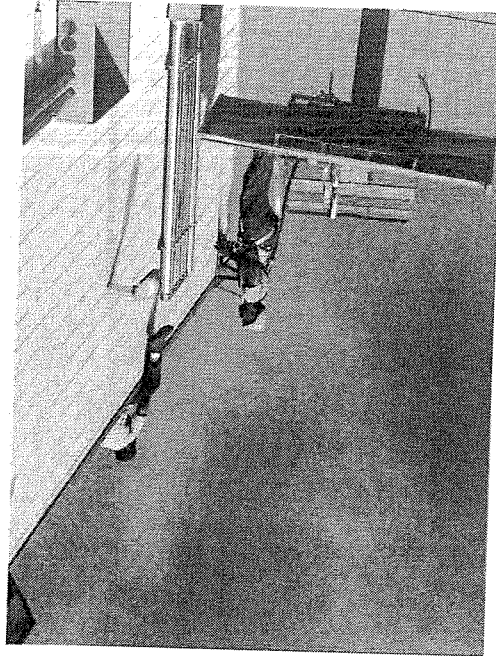
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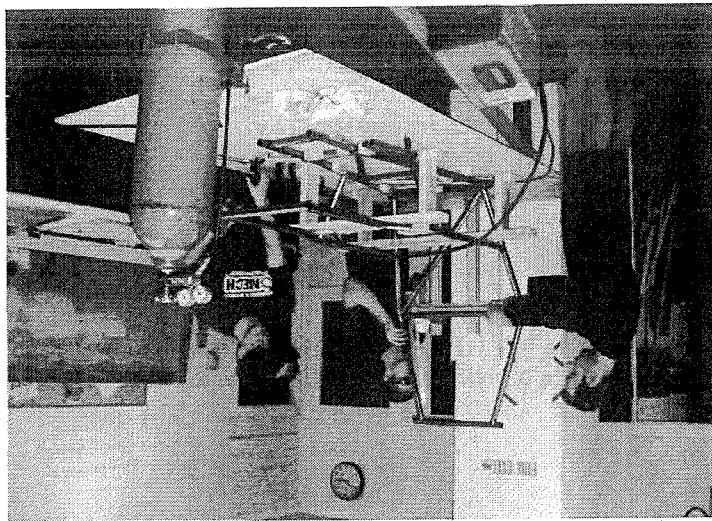
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7



10.



9.

Part 2 (120.mp3)

Directions: You will hear a question or statement and three responses spoken in English. They will not be printed in your test book and will be spoken only one time. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet.

Example

You will hear: Where is the meeting room?

You will also hear: (A) To meet the new director.

(B) It's the first room on the right.

(C) Yes, at two o'clock.

The best response to the question "Where is the meeting room?" is choice (B), "It's the first room on the right," so (B) is the correct answer. You should mark answer (B) on your answer sheet.

11. Mark your answer on your answer sheet.
12. Mark your answer on your answer sheet.
13. Mark your answer on your answer sheet.
14. Mark your answer on your answer sheet.
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33. Mark your answer on your answer sheet.
34. Mark your answer on your answer sheet.
35. Mark your answer on your answer sheet.
36. Mark your answer on your answer sheet.
37. Mark your answer on your answer sheet.
38. Mark your answer on your answer sheet.
39. Mark your answer on your answer sheet.
40. Mark your answer on your answer sheet.

Part 3 121.mp3

Directions: You will hear some conversations between two people. You will be asked to answer three questions about what the speaker say in each conversation. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The conversations will not be printed in your test book and will be spoken only one time.

41. What is the conversation mainly about?

- (A) A meeting
- (B) The management team
- (C) Clients
- (D) Shipping orders

42. What can be assumed about the speakers?

- (A) They get paid a lot.
- (B) They are the highest positions in their departments.
- (C) They are from different departments.
- (D) They are both holding a meeting.

43. Why is a meeting being held?

- (A) To go over the new order processing guidelines
- (B) To explain how to handle clients
- (C) To discipline the management team
- (D) To make sure all staff members are healthy

44. Who is Linda?

- (A) The company's best client
- (B) The president of the company
- (C) The manager of the company
- (D) An employee who is retiring

45. What has the personnel department done?

- (A) Made a schedule for a big meeting
- (B) Paid for the banquet
- (C) Scheduled some interviews
- (D) Fired Linda

46. What can be assumed about Linda?

- (A) She broke the records for sales in the company.
- (B) She has children.
- (C) She worked at the company the longest.
- (D) She was a great worker.

47. Who is Dr. Franklin?

- (A) A surgeon
- (B) A dentist
- (C) A secretary
- (D) A governor

48. Why has the man called?

- (A) To set up an appointment
- (B) To cancel his appointment
- (C) To speak to a doctor
- (D) To ask about costs

49. What does the man say he will do?

- (A) Go to the doctor on Monday
- (B) Call the doctor himself
- (C) Call back next week
- (D) Pay a lot of money

50. What is the report probably for?

- (A) A school project
- (B) A company
- (C) A new house
- (D) Taxes

51. What is the man's problem?

- (A) He is about to get fired.
- (B) Someone lost his report.
- (C) He doesn't have enough time to finish his report.
- (D) His report got an F.

52. What can be assumed about last time?

- (A) The man turned his report in on time.
- (B) The man almost got fired.
- (C) The man got a promotion.
- (D) His boss was not satisfied with the report.

53. Why is the man looking for Ross?
- (A) To give him a ride home
 - (B) To give him a report
 - (C) To talk to him about a meeting
 - (D) To give him a checkup

54. Where is Ross right now?

- (A) At a meeting
- (B) At home
- (C) At his office
- (D) At lunch

55. What does the woman suggest the man do?

- (A) Meet Ross at the hospital
- (B) Wait for Ross
- (C) Send Ross a fax
- (D) See Ross tomorrow

56. Where is this conversation taking place?

- (A) At an auto-repair shop
- (B) At a car dealership
- (C) At a friend's house
- (D) At a bus stop

57. What does the car NOT need inspection on?

- (A) Rotate tires
- (B) Safety inspection
- (C) Headlights
- (D) Oil change

58. When will the car be finished?

- (A) In 1 hour
- (B) By 11 p.m.
- (C) Next morning
- (D) Next afternoon

59. How many books will the speakers probably order?

- (A) Two
- (B) Five
- (C) Ten
- (D) Twelve

60. Why are they ordering more books?

- (A) More people are signing up.
- (B) The boss requested more books.
- (C) They made a mistake the first time they ordered.
- (D) Some people lost their books.

61. Under what circumstances will the company send books by express courier?

- (A) If the order takes longer than a week
- (B) If you order 10 books or more
- (C) If the order takes longer than two weeks
- (D) If you order 12 books

62. Where are the speakers going?

- (A) To a party
- (B) To a meeting
- (C) To an airport
- (D) To a park

63. What did the man not expect?

- (A) A car breakdown
- (B) Heavy traffic
- (C) A flight delay
- (D) A road detour

64. What does the man suggest?

- (A) Missing an appointment
- (B) Returning home
- (C) Starting earlier next time
- (D) Taking a freeway

65. What type of business does the woman most likely work for?
 (A) A credit card company
 (B) A bank
 (C) A hotel
 (D) A phone company
66. Why has the man called?
 (A) His bill is showing an overcharge.
 (B) He wants to make an international call.
 (C) He has not received a payment.
 (D) He is participating in a customer survey.
67. What happened two weeks ago?
 (A) A card was issued.
 (B) A problem was reported.
 (C) A mistake was corrected.
 (D) A new connection was provided.
68. Who are the speakers?
 (A) Salesmen
 (B) Architects
 (C) Loan sharks
 (D) Home appliance company workers
69. What information was in the e-mail?
 (A) A request for new designs
 (B) A request for a meeting
 (C) A request for blueprints
 (D) A request for a receipt
70. What does the man ask his co-worker?
 (A) To have the blueprints ready by tomorrow
 (B) To take the blueprints
 (C) To stop by the construction site tomorrow
 (D) To get the blueprints ready by 2:45 p.m.

Part 4 121.mp3

Directions: You will hear some talks given by a single speaker. You will be asked to answer three questions about what the speaker says in each talk. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The talks will not be printed in your test book and will be spoken only one time.

71. What is the apology for?
- (A) The cash register won't work.
 (B) People hate walking to the regular check-out station.
 (C) They can't use credit cards as payment.
 (D) Merchandise was sold out.
72. What can be done to fix the problem?
- (A) Go to the customer service counter
 (B) Yell at the customer service counter
 (C) Return items at the customer service counter
 (D) Buy only a small amount of items
73. To where do the customers purchasing items with cash have to go?
- (A) To the register close to the parking lot entrance
 (B) To the manager
 (C) To the back of the store by the escalators
 (D) To any regular check-out station

74. What is the situation?
- (A) A workshop
 (B) Coffee and tea break
 (C) A lunch meeting
 (D) A concert
75. Where will lunch be held at?
- (A) Room 305
 (B) The cafeteria
 (C) Dormitories
 (D) The office

76. What time will the workshop start?
- (A) 8 a.m.
 (B) 9 a.m.
 (C) 10 a.m.
 (D) 12 p.m.

77. What are the problems with the flyers?
- (A) The flyers are printed on orange paper.
 - (B) The flyers are printed in the wrong font.
 - (C) The flyers are not the correct size.
 - (D) The flyers are printed on blue paper.

78. Who is Sandy Johnson talking to?

- (A) A print shop
- (B) Her customers
- (C) The president of her company
- (D) A co-worker

79. What does Sandy Johnson probably want?

- (A) To make flyers on orange paper
- (B) To get her money back
- (C) To stop doing business with the company
- (D) To mail the flyers for her

80. What is Entertainment This Week?

- (A) A TV show
- (B) A movie
- (C) A radio show
- (D) A newspaper

81. What is Molly Solomon's profession?

- (A) A businesswoman
- (B) A reporter
- (C) An athlete
- (D) An actress

82. How long has Molly Solomon worked at her job?

- (A) One year
- (B) Five years
- (C) Ten years
- (D) Fifteen years

83. How many months was the library under construction?
- (A) 1 month
 - (B) 2 months
 - (C) 3 months
 - (D) 4 months

84. What took place during the construction?
- (A) Modernization and a new fountain
 - (B) Parking and additional escalators
 - (C) A new writing class with writers and modernization
 - (D) Parking and modernization

85. What can residents use to look around more quickly and easily?
- (A) The elevator
 - (B) The restroom
 - (C) The closet
 - (D) Parking

86. What is being announced?
- (A) Clothes discounting
 - (B) Office cleaning
 - (C) Dry cleaning service
 - (D) Furniture delivery

87. What has Preston Dry Cleaning Services recently done?
- (A) Started a new service
 - (B) Moved the location
 - (C) Celebrated their production
 - (D) Changed the name

88. What can customers receive only for this week?
- (A) A reduced price for cleaning service
 - (B) Free cleaning service
 - (C) A reduced price for delivery service
 - (D) A gift certificate

89. What 2 flights are being delayed?
(A) Flight 248 and Flight 599
(B) Flight 194 and Flight 236
(C) Flight 247 and Flight 664
(D) No flights are delayed.
90. What is the cause of the delays?
(A) Lightning Storms
(B) Excessive rains
(C) Maintenance work
(D) Weather conditions
91. Where is Flight 664 departing for?
(A) Boise, Idaho
(B) Boston, Massachusetts
(C) Miami, Florida
(D) Los Angeles, California

92. What is the talk mainly about?
(A) The problem they're having at the warehouse
(B) The customers
(C) How employees should handle business
(D) Updates on new television models
93. What is the main problem?
(A) Delays in shipping process
(B) Lack of parts for making television
(C) Not enough workers
(D) Too many workers
94. What should the workers tell the customers?
(A) They will get a new television.
(B) They will receive a discount.
(C) They will have to pay for shipping.
(D) They will get their orders within 14 days.

95. What is the prize for winning the contest?
- (A) 10 photos
(B) Magazine subscription
(C) A chance to become a professional photographer
(D) \$2,000
96. What are the requirements?
- (A) Send 10 photos
(B) Make duplicates
(C) Send along a paper with name and work number
(D) All of the above
97. What does the announcement warn about submitting photos?
- (A) Photos sent in will not be returned.
(B) Make sure the photos are in full color.
(C) If you don't write your number on the photo, you will pay a fine.
(D) You must pay a fee of \$50 to enter.
98. What is the main topic of the report?
- (A) An announcement of work accomplishment to all employees
(B) Customer complaints
(C) How to make more sales
(D) How to work better
99. What does the report state about clients?
- (A) The clients are happy about how they treat the goods.
(B) The clients are happy about the decrease in prices.
(C) The clients are happy with the customer service center.
(D) The clients are upset with the service.
100. How much has the company grown?
- (A) 5% in the last 2 years
(B) 5% in the last year
(C) 5% this year
(D) 10% in the last year

NO TEST MATERIAL ON THIS PAGE

Reading Comprehension

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. People who wear sunscreen probably _____ their risk of skin cancer and wrinkles.

- (A) low
- (B) lowers
- (C) lowering
- (D) lower

102. Mr. Hansen has shown a great deal of _____ in the proposed construction project.

- (A) interest
- (B) interesting
- (C) interestingly
- (D) interested

103. This safety helmet has been especially _____ designed for construction workers work outdoors.

- (A) in
- (B) when
- (C) if
- (D) who

104. The first step to recruit quality employees is to make sure employers have an _____ job description for each position in their company.

- (A) effective
- (B) effect
- (C) effectiveness
- (D) effectively

105. This edition of A Basic Guide to Exporting Commerce with the _____ of the National Business Association.

- (A) awareness
- (B) achievement
- (C) acquaintance
- (D) assistance

106. Thanks to strong demand for its new software program, AI Software Co. _____ yesterday _____ double-digit increases in profits and revenue.

- (A) will report
- (B) has reported
- (C) is reporting
- (D) reported

107. This coupon is ----- only if the orders are placed on or before July 10.

- (A) valid
- (B) attractive
- (C) useful
- (D) committed

108. Economists were expecting a large increase of about 0.8% for overall sales according to a survey ----- by Market Watch.

- (A) constructed
- (B) conducted
- (C) concluded
- (D) contended

109. As part of a team, all members have been ----- working to finish the project on time.

- (A) collective
- (B) collect
- (C) collection
- (D) collectively

110. The success of any business is ----- related to how well the venture is managed.

- (A) tightly
- (B) densely
- (C) closely
- (D) narrowly

111. As an insurance company that has served the community for five years, we would be ----- to add you to our family of satisfied customers.

- (A) pleased
- (B) please
- (C) pleasing
- (D) pleasure

112. Any Internet service ----- are considering should offer multiple e-mail accounts and be able to provide more accounts as your company grows.

- (A) you
- (B) your
- (C) yours
- (D) yourself

113. If you want your business to be successful, you must listen ----- and talk with customers.

- (A) at
- (B) on
- (C) to
- (D) for

114. You need other people to help carry out your business vision; this requires the ability ----- and influence others.

- (A) leading
- (B) to lead
- (C) lead
- (D) leads

115. When signing any contract, you must take ----- to protect your rights and avoid any legal actions.

- (A) precautions
- (B) prescriptions
- (C) preparations
- (D) premature

116. Learning ----- economic principles at an early age is one ideal way to strengthen our future economy.

- (A) intensive
- (B) sudden
- (C) convenient
- (D) accurate

117. ----- smaller enterprises but also big business groups are facing a difficult task of preventing their corporate profitability from deteriorating further.

- (A) Only
- (B) Not only
- (C) Either
- (D) Both

118. Though Cozy Travel will prepare almost everything for the trip, customers are responsible ----- attaining proper travel documents before departure.

- (A) for
- (B) to
- (C) in
- (D) with

119. After the central bank ----- interest rates, mortgage applications dropped for the first time in three weeks.

- (A) raised
- (B) over
- (C) draw
- (D) lifted

120. A good job description begins with a careful analysis of the important facts about a job, such as the specific tasks ----- and the purpose and responsibilities of the job.

- (A) involvement
- (B) involves
- (C) involving
- (D) involved

121. The auto company said that its fourth quarter earnings fell ----- 12% in part because of the production disruption caused by the union's strike.

- (A) temporarily
- (B) nearly
- (C) fairly
- (D) very

122. This catalog provides ----- information about the materials including their publishers, main contents, languages used, price, and contact information.

- (A) detailed
- (B) devoted
- (C) designed
- (D) dependent

123. Consumer rights groups argue that individuals should play a more direct role in ----- the costs of their own health care.

- (A) management
- (B) manager
- (C) managing
- (D) manage

124. ----- who are interested in touring the new plant should come to the lobby at noon.

- (A) Which
- (B) That
- (C) They
- (D) Those

125. Many businesses will do ----- anything to gain an edge on the competition.

- (A) over
- (B) more
- (C) near
- (D) almost

126. ----- business owners and managers think retention of good employees is based on compensation issues such as wage, salary levels and incentives.

- (A) Almost
- (B) Most of
- (C) The most
- (D) Most

127. The researchers have experimented with the materials to test their durability and ----- to temperature changes.

- (A) resisting
- (B) resist
- (C) resisted
- (D) resistance

128. To expedite the processing of your loan application, send the requested information at your earliest -----.

- (A) likelihood
- (B) probability
- (C) requirement
- (D) convenience

129. South Korea is ----- dependent on imports for its oil supply, making it the fourth largest oil importer in the world.

- (A) completely
- (B) reluctantly
- (C) tentatively
- (D) hard

130. Consumer confidence rose in April to the highest level in four years ----- the increase in prices at the gas pump, according to the economic data.

- (A) despite
- (B) that
- (C) as
- (D) when

131. Any department that has not turned in its ----- monthly budget reports should submit them by the end of the week.
- (A) revise
(B) revising
(C) revised
(D) revision
132. The company decided to no longer ----- subscription fees to users who switch Internet service providers from another provider.
- (A) face
(B) install
(C) charge
(D) insert
133. According to a press release, the unemployment rate is the ----- in five years.
- (A) low
(B) lower
(C) lowers
(D) lowest
134. To get a refund for any defective -----, customers need to return it with a receipt within 30 days of purchase.
- (A) merchant
(B) merchandise
(C) merchants
(D) merchandiser
135. It is advisable to make a shopping list to make sure you purchase just ----- you need or want.
- (A) that
(B) by
(C) what
(D) however
136. According to a recent report, the percentage of delayed and ----- flights increased from a year earlier.
- (A) cancel
(B) canceled
(C) cancellation
(D) canceling
137. During his address to employees at a company meeting, Mr. Miller explained the new strategy and warned of the coming restructuring expected ----- the next six months.
- (A) within
(B) by
(C) toward
(D) above
138. Our special offer ----- August 7 and is limited to Com Cable Video customers in serviceable areas only.
- (A) violates
(B) consolidates
(C) acquire
(D) expires
139. We are seeking to hire an ----- editor to work on our newsletters, the weekly Business Press, and the monthly Business World.
- (A) experienced
(B) extensive
(C) interesting
(D) reliant
140. The sales director has repeatedly demonstrated his ability to improve sales when ----- with a challenge.
- (A) faces
(B) face
(C) facing
(D) faced

Part 6

Directions: Read the texts on the following pages. A word or phrase is missing in some of the sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141~143 refer to the following article.

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Lynch Financial Planning (LFP) recently ----- a cost-benefit analysis of the production
141. (A) will conduct
(B) conducts
(C) conducted
(D) is conducting

of several key products (hammers, screwdrivers, nails, and measuring tapes) at Hammer
King. The LFP report details the costs associated with the production of each product.
This study clearly illustrates ----- Hammer King has an optimum production

142. (A) about
(B) when
(C) that
(D) which

level of approximately twenty-five thousand hammers per month.

This is ----- to the experience of other corporations of similar size, which include
143. (A) compatible
(B) committed
(C) comparable
(D) combined

Dawson Tools and Hicks Building Supplies.

Conclusions are based on data gathered from the first six months of this fiscal year as
reported to the National Commerce Department.

Questions 144-146 refer to the following notice.

Terms and conditions:

The sample air/hotel package above includes 2 nights' accommodation plus roundtrip air for travel through December 31, 2007.

Its prices are per person, based upon double occupancy, with midweek departure from Los Angeles; however, package prices ----- by date and departure city.

144. (A) varies
(B) varies
(C) has varied
(D) vary

Prices include taxes and fees ----- air travel. Offers are subject to
145. (A) on
(B) for
(C) by
(D) through

availability and may be discontinued without -----.
146. (A) notice
(B) noticeable
(C) notices
(D) noticed

Questions 147~149 refer to the following advertisement.

GoldClub Frequent Flyer Enrollment

Continental Airlines and GoldClub frequent flyer program guarantee the best combination of service and ----- for frequent travelers.

147. (A) advice
(B) exercise
(C) revisions
(D) rewards

With over 3,000 daily flights, Continental ----- members with tremendous travel and mileage earning possibilities and benefits.

148. (A) offers
(B) provides
(C) contribute
(D) arrange

Please visit our website to learn more about the GoldClub program.

To enroll in the GoldClub frequent flyer program, complete the form below and then click Enroll. The GoldClub program is ----- for adults 18 years of age or older.

149. (A) intended
(B) supported
(C) depended
(D) expressed

Questions 150~152 refer to the following information.

Our Return Center Makes It Easy to Return an Item!

You can return items via mail or in person at a store with a receipt. Items eligible for returns must be unused, and contain all ----- product packaging

150. (A) complicated

(B) diverse

(C) durable

(D) original

and accessories.

Most items must be returned within 90 days. However, any ----- items can be returned

151. (A) unclaimed

(B) fragile

(C) defective

(D) protective

within a year from purchase. Some items are subject to special return policies; see the product description for more information. Gift Cards, e-Gift Cards, and Phone Cards cannot be returned.

Please read our Returns Policy for -----.

152. (A) alternatives

(B) details

(C) advances

(D) consensus

Part 7

Directions: In this part, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153~155 refer to the following form.

<p>Black Toaster by Kitchen Creator</p> <p>IN STOCK : Usually ships in 1 business day</p> <p>This item qualifies for \$4.99 SHIPPING</p>		<p>Retail Price</p> <p>\$69.99</p>
<p>Our Price</p> <p>\$49.95</p>		<p>You Save</p> <p>\$20.04</p>

*Customer ratings: ★★★★★ [rated by 22 reviewers]

153. How many people have reviewed the product?

- (A) 5 people
- (B) 10 people
- (C) 22 people
- (D) More than 100 people

154. How much did the customer pay for the toaster?

- (A) \$4.99
- (B) \$20.04
- (C) \$49.95
- (D) \$69.99

155. How long will it take for the company to ship the product?

- (A) One day
- (B) Several days
- (C) Five days
- (D) A week

Questions 156~157 refer to the following advertisement.

Ready to go?

Take a trip now and save!

There is still time to take a trip this year without breaking the bank.

Spend a family weekend at Disney World, go shopping in New York, or head home for the holidays.

Right now you can get great deals on fall and winter vacations, hotels, cruises, and more; so why wait? Book today!

156. Which destinations are NOT mentioned in the ad?

- (A) New York
- (B) Hollywood
- (C) Disney World
- (D) Home

157. Why is the advertisement asking readers to book early?

- (A) To get a discount
- (B) To be eligible for free gifts
- (C) To get better schedules
- (D) To obtain discounted air tickets

Questions 158-161 refer to the following e-mail.

To: Jonas Chandler, Sales
 From: Larry Adams, Accounting
 Date: July 18
 Re: Your reimbursement claim

I recently received a reimbursement claim for your business travel expenses. But, there are some problems which have held up the processing of your claim.

In your expense report, I couldn't find receipts for accommodations and airfares. And some of the receipts you submitted need specific descriptions.

I'm sending a claim form with this e-mail. Please return it with the information I have requested. As soon as I receive your revised claim, I will expedite it without further delay. I hope you understand this inconvenience.

Thanks for cooperation.

Larry Adams

158. Why is this e-mail written?

(A) To explain a problem
 (B) To schedule a meeting
 (C) To apologize for mistakes
 (D) To ask for help

159. What problem has been indicated in the e-mail?

(A) Lack of receipts
 (B) Too many claims
 (C) Late submission
 (D) Too much money

160. What is attached to this e-mail?

(A) A claim form
 (B) A report
 (C) An e-mail
 (D) A receipt

161. What is Larry Adams asking Jonas Chandler to do?

(A) To submit receipts
 (B) To contact him
 (C) To accept apologies
 (D) To return the claim form

Questions 162-164 refer to the following article.

HAN Air, Flight Attendants Reach Tentative Deal

HAN Air and 970 unionized flight attendants have reached a tentative contract calling for concessionary wage cuts of 7.5 percent to try to help save the bankrupt carrier, a subsidiary of Delta Airlines.

The deal also provides for job protection if Delta sells the regional carrier, and for \$5.5 million in claims to be distributed among the flight attendants. Results of the union's vote will be announced on Nov. 14.

The agreement comes four days after HAN Air announced it would impose wage cuts and reduce flights on Nov. 15.

162. What is the reason for the wage cuts?

- (A) To help the airline overcome financial difficulties
- (B) To protect temporary workers
- (C) To provide better benefits
- (D) To comply with the committee's ruling

163. What will happen on November 14?

- (A) The union's vote results will be released.
- (B) An agreement will be finalized.
- (C) A plan will be approved.
- (D) The union will go on a strike.

164. What can be inferred about HAN Air?

- (A) It is expanding its operation.
- (B) It filed for bankruptcy.
- (C) It plans to reduce its workforce.
- (D) It is growing fast.

Questions 165~167 refer to the following memo.

MEMO

To: All employees
 From: Harmon Jacobs, Managing Director
 Date: September 7
 Subject: Announcements

At the end of every month we have a business meeting to evaluate how well our business is doing. In order to find better ways for future growth. We have been experiencing difficulties for the last few months and are in need of innovative and aggressive strategies to contend with our declining sales.

Ways to reduce expenses have been suggested so we will thoroughly review sales and marketing plans to keep advertising costs to a minimum.

Unfortunately some of the positions will be eliminated. A committee will be conducting employee evaluations and determining which positions should be erased over the next three weeks.

Thank you for your cooperation.

Harmon Jacobs

165. What is the reason for the memo?

- (A) To ask employees to work overtime
- (B) To encourage employees to attend a meeting
- (C) To alert employees to business improvement plans
- (D) To inform employees who will be laid off

166. What is one of the ways the company is considering?

- (A) Cut down on advertising expenses
- (B) Lay off all temporary employees
- (C) Stop some construction projects
- (D) Discontinue new investments

167. What will happen in the next three weeks?

- (A) The managing director will resign.
- (B) Some employees will receive bonuses.
- (C) One of the offices will be closed.
- (D) Performance appraisals will be conducted.

Questions 168-170 refer to the following job advertisement.

Maxim Healthcare Services

Maxim Healthcare Services is a leading provider of medical staffing, home health and wellness services. With over 300 offices in 43 states, Maxim has earned a reputation for a level of quality service that is unmatched in the industry.

As a member of our sales team, you'll gain hands-on experience as you manage, recruit, and place healthcare professionals in a variety of medical assignments.

MAXIM OFFERS THE FOLLOWING BENEFITS:

- * Generous base salary plus commission
- * Comprehensive healthcare benefits
- * 15 days paid time off
- * Hands-on training at our corporate headquarters
- * Nationwide opportunities

Call us today at (800) 229-0599 or apply online:
WWW.JOINMAXIM.COM

168. Which service is NOT provided by Maxim Healthcare Services?

- (A) Exercise facilities
- (B) Medical staffing
- (C) Wellness services
- (D) Home health services

169. Which is NOT included in the benefits offered by the company?

- (A) Training
- (B) Paid vacation
- (C) Tuition reimbursement
- (D) Healthcare benefits

170. How can a person apply for the position?

- (A) By mailing an application
- (B) By visiting the website
- (C) By sending an e-mail
- (D) By visiting the company

Questions 171~172 refer to the following advertisement.

At BizChair.com, we take pride in offering the highest quality office chairs for the best price that you will not find anywhere. We are certain that after comparing us to the competition, you will return to BizChair.com for all of your seating needs!

We only offer chairs which we believe offer tremendous value.

All of BizChair.com's items are in manufacturer sealed boxes and brand new. All returned chairs are sent to our liquidation center to ensure only new chairs are shipped.

Why Buy From Us?

*Free Shipping on Most Chairs

*Exceptional Customer Service

*60 Day Money-Back Guarantee on Many Items

171. For what is the company proud of itself?

- (A) For the highest quality chairs
- (B) For the fastest delivery
- (C) For the widest selection
- (D) For the widest customer base

172. What is NOT stated as a reason to buy from the company?

- (A) Free delivery
- (B) Good service
- (C) Money-back policy
- (D) Excellent feedback

Questions 173~175 refer to the following information.

Shipping & Delivery Information

At apbuyer.com, shipping and handling charges are based on:

- the delivery option you choose
- the weight and size of your items
- your shipping preferences

The easiest way to calculate your shipping cost is to let us do it for you.

You'll see your shipping cost listed on the "Place Order" page. After choosing the shipping option, you can submit your order.

Some items have a flat shipping fee due to oversized packages or special shipping requirements. This is indicated in the product descriptions.

Items may be shipped by a variety of carriers. The majority of our items are shipped via Pedex and the U.S. Postal Service. Pedex will make between 1-3 delivery attempts.

173. How are shipping and handling charges determined?

- (A) The weight of items
- (B) The price of items
- (C) Delivery companies
- (D) Destinations

174. Where can a customer find which items have a flat shipping fee?

- (A) In "Place Order" page
- (B) In the Pedex homepage
- (C) In the customer help page
- (D) In product descriptions

175. What is true about the passage?

- (A) A flat shipping fee is applied to all purchases.
- (B) The company only uses Pedex and the U.S. Postal Service.
- (C) Shipping charges can vary by shipping preferences.
- (D) The easiest way to calculate the shipping cost is to do it by oneself.

Questions 176-180 refer to the following article.

JOB OUTLOOK

Job opportunities for carpenters are expected to be excellent over the 2004 - 2014 period, particularly for those with the most skills. Demand for carpenters is expected to increase faster than other occupations through 2014, and turnover also creates a large number of openings each year.

Contractors report having trouble finding skilled carpenters to fill many of their openings, due to the fact that many job seekers are not inclined to go into construction, preferring work that is less strenuous and with more comfortable working conditions. Also, many people with limited skills take jobs as carpenters but eventually leave the occupation because they dislike the work or cannot find steady employment.

176. What is this article about?

- (A) Business forecasts
- (B) Employment prospects
- (C) Career development
- (D) Economic development

177. What problem is mentioned about contractors?

- (A) They are having difficulties securing funds.
- (B) They are having difficulties finding sites for construction.
- (C) They are having difficulties overcoming the economic downturn.
- (D) They are having difficulties finding experienced workers.

178. For what reason do inexperienced carpenters leave the job?

- (A) Employment instability
- (B) Low salary
- (C) Inconvenient work hours
- (D) Many job opportunities

179. What can be inferred about many job seekers?

- (A) They prefer highly paid jobs.
- (B) They like construction work.
- (C) They prefer office work.
- (D) They dislike working overtime.

180. The word "steady" in paragraph 3, line 2, is closest in meaning to

- (A) capable
- (B) strange
- (C) stable
- (D) diligent

Questions 181-185 refer to the following information and article.

MISSION

The Center for Housing Policy is the research affiliate of the National Housing Conference. The Center works to broaden understanding of America's affordable housing challenges and examines the impact of policies and programs developed to address these needs.

Combining research and practical, real-world expertise, the Center lays the groundwork for the development of concrete and politically viable policies and programs that can be used to promote affordable housing across the country.

Nationally recognized housing experts, including academics, advocates and practitioners as well as distinguished specialists from other fields, are involved in the Center's work. This interdisciplinary approach ensures that our research engages an ever widening circle of stakeholders both inside and outside the housing community.

Fewer Families Can Afford a Home

Nearly 70% of Americans own their homes, a record high, but the rate of homeownership for working families with children is lower than in 1978, according to a study being released Wednesday by the Center for Housing Policy. The surprising trend is being driven by a combination of factors: soaring housing costs that have overshoot wage increases, higher health care bills and a rise in the number of single parents.

Minority working families have struggled the most. Their homeownership rate has stagnated at 45%, far below white families (82%) as of 2003, the last year for which figures are available.

The effects are being felt in communities where teachers, police and firefighters can't afford to live in the communities where they work, if though they want to own homes. Some see long-term consequences if the trend doesn't change.

181. What is a stated mission of the Center?
- (A) Providing affordable housing
 - (B) Developing effective housing policies
 - (C) Analyzing the impact of housing programs
 - (D) Recruiting housing experts

182. Which group is NOT mentioned as a member of the Center?
- (A) Professors
 - (B) Practitioners
 - (C) Specialists from other fields
 - (D) Government officials

183. In the article, what can be indicated about working families with children?
- (A) Nearly 70% have their own homes.
 - (B) The percentage of homeownership is lower than the past.
 - (C) They are getting more chances to buy their homes.
 - (D) The government will offer special loans for them.

184. In the article, what is NOT mentioned as a reason for the surprising trend?
- (A) Higher health care bills
 - (B) Increasing housing costs
 - (C) A lack of government support
 - (D) A rise in the number of single parents

185. Who is mentioned as suffering the most?
- (A) White families
 - (B) Minority working families
 - (C) Employees of the center
 - (D) Teachers

Questions 186-190 refer to the following information and job advertisement.

Bradley Clarke & Associates

Bradley Clarke & Associates is the leading promotional marketing firm in Dallas and among the best in the nation.

We specialize in the promotion of product-specific campaigns for various Fortune 500 companies as well as new companies entering the market. We've also recently signed several new clients and have expanded into sports product promotions.

Our direct marketing methods are personal, highly effective and capable of reaching our clients' target market. Our work environment is fun and dynamic, and the focus is always on helping our clients reach a higher level of success. There is no ceiling, advancement is a must, and the earning potential is unlimited.

Bradley Clarke & Associates invites you to join us!

We are currently welcoming new graduates and individuals with little or no marketing and advertising experience to join our company.

We need candidates who are career-minded, results-driven, work well in a fast-paced environment and possess a professional image. The positions are for immediate hire.

All interviews are conducted one-on-one with our management staff - NO PHONE INTERVIEWS.

Requirements

All openings are full-time and for immediate hire. No experience is required - any customer service, marketing, or sales background is a plus. If you are a new graduate, or someone who is aggressively pursuing a change in career, please email your resume to: Jodi Clarke at jodi@associates.com.

186. What has the company recently done?
 (A) Finalized a merger deal
 (B) Recruited new employees
 (C) Opened a new branch
 (D) Signed contracts with new clients
187. What is NOT stated about the company's work environment?
 (A) Dynamic
 (B) Client-oriented
 (C) Stressful
 (D) Fun
188. Which characteristics are required for potential candidates?
 (A) Team spirit
 (B) Results-driven
 (C) Positive attitude
 (D) Outgoing
189. What is true about the interview?
 (A) The management will interview the candidates.
 (B) It will be conducted by phone.
 (C) Some of the applicants will be interviewed.
 (D) It will be conducted in small groups.
190. What is NOT true about the openings?
 (A) It's a full-time job.
 (B) Sales experience is a must.
 (C) It's for immediate hire.
 (D) Marketing experience is advantageous.

Questions 196-200 refer to the following article and information.

Watch your personal information!

Identity theft occurs when someone uses your personally identifying information, like your name, social security number, or credit card number, without your permission, to commit fraud or other crimes.

The Fair Trade Commission estimates that as many as 9 million Americans have their identities stolen each year. In fact, you or someone you know may have experienced some form of identity theft.

The potential for damage, loss, and stress is considerable. Consumers victimized by identity theft may lose out on job opportunities, or be denied loans for education, housing, or cars because of negative information on their credit reports. They may even be arrested for crimes they did not commit.

What is identity theft?

Identity theft is currently the fastest growing white-collar crime in America.

In cases of identity theft, criminals obtain your personal data (such as a credit card number or social security number) and use the information to assume your identity. Thieves may take over your existing accounts or use your name to open new accounts, or apply for loans.

You may not be aware that your identity has been stolen until a merchant or collection agency contacts you, seeking payment for a bill you know nothing about. Or you may be declined for a loan or employment because your credit records show defaults on loans unknown to you.

196. Which of the following is NOT mentioned as an example of personal information?
- (A) Driver's license
 - (B) Credit card number
 - (C) Social security number
 - (D) Name

197. How many people in the U.S. experience identity theft each year?

- (A) Nearly 9 million
- (B) Approximately 15 million
- (C) About 19 million
- (D) Almost every person

198. What can happen to a person whose identity has been stolen?

- (A) Higher interest rates on loans
- (B) Denial of reissuing a new social security number
- (C) Payment of considerable fines
- (D) Arrest for crimes

199. What is true about identity theft?

- (A) It's not a serious crime.
- (B) It's been committed mostly by teenagers.
- (C) It's been under control.
- (D) It's a crime that is growing fast.

200. In the information, the word "declined" in paragraph 3, line 3, is closest in meaning to

- (A) decreased
- (B) rejected
- (C) submitted
- (D) confirmed

BIG STEP TOEIC 2

SCRIPT & ANSWER KEY

Listening Comprehension

Unit 1 Hình ảnh liên quan đến công ty

2 Nghe từ vựng, sau đó nghe câu

1. checking information
2. phoning someone
3. addressing
4. examining a document
5. facing the computer screen
6. handing some paper
7. delivering a speech
8. doing the paperwork
9. stocked with supplies
10. reaching into the cabinet

3 Nghe câu và chọn đáp án đúng

- | | | |
|------------|------------|------------|
| 1. (B) (D) | 2. (B) (D) | 3. (A) (D) |
| 4. (A) (E) | 5. (D) | 6. (B) (D) |

1.
 - A. People are turning on the computers.
 - B. Some people are wearing the headsets.
 - C. People are chatting with each other.
 - D. People are looking at the same direction.
 - E. People are typing on the keyboards.
2.
 - A. There is a big pile of paper on the table.
 - B. Both people are holding a piece of paper in their hands.
 - C. She is tearing up the paper.
 - D. People are standing opposite each other.
 - E. The man is folding up the paper.
3.
 - A. There are some flowers in front of the podium.
 - B. The men are arranging some flowers.
 - C. None of the men are standing behind the podium.
 - D. The men are dressed up formally.
 - E. One of the men is gesturing to the audience with his hands.
4.
 - A. The man has his legs crossed.
 - B. The man is putting on his sunglasses.
 - C. The bag has been placed near his feet.
 - D. He is talking on his mobile phone at the beach.
 - E. There is a bench outdoors.

2.
 - A. The shelves are nearly empty.
 - B. The items are on sale.
 - C. The clerk is stocking the shelves with products.
 - D. There are various goods in the store.
 - E. All the bottles are identical.

1.
 - A. The picture is being taken out of the frame.
 - B. There is some firewood near the fireplace.
 - C. The painting has been hung above the fireplace.
 - D. There is a rug on the wooden floor.
 - E. The shelves are filled with books.

1. (C) (D)	2. (D)	3. (B)
4. (B) (E)	5. (B) (E)	6. (B) (D)

3 Nghe câu và chọn đáp án đúng

1. are piled up
2. are on display on the rack
3. taking a food order
4. pulled out of the water
5. being loaded with cargo
6. has been set
7. in front of an outdoor shop
8. tying up a boat
9. on both sides
10. stairs leading up to

2 Nghe từ vựng, sau đó nghe câu

Unit 2 Hình ảnh liên quan đến ngày nghỉ cuối tuần

6.
 - (A) The women are facing each other.
 - (B) They are holding something in their hands.
 - (C) They are getting up from the chairs.
 - (D) They are sitting back to back.
7.
 - (A) The woman is sitting next to the men.
 - (B) The men are sitting in a semi-circle.
 - (C) The men are leafing through the papers.
 - (D) The woman is examining the document.
8.
 - (A) The boxes are being loaded onto the truck.
 - (B) The chairs are being packed in the boxes.
 - (C) The boxes are being taped.
 - (D) The boxes are laid out on the ground.

3.
 - (A) The food is being served at the table.
 - (B) She is examining the menu.
 - (C) She is holding chopsticks in her hand.
 - (D) She is clearing off the dishes.

2.
 - (A) Some people are yachting in the water.
 - (B) Some people are waving from the building windows.
 - (C) Something is being reflected in the mirror.
 - (D) The buildings are overlooking the water.

1.
 - (A) They are looking in the same direction.
 - (B) The customer is purchasing the items.
 - (C) The customer is handing the clerk a credit card.
 - (D) The customer is walking through the check-out counter.

1. (B) 2. (D) 3. (C) 4. (D) 5. (B) 6. (B) 7. (C) 8. (D)

Làm quen với cảm giác thi thật

6.
 - A. Water is being poured into glasses.
 - B. People are seated around the table.
 - C. People are finishing their meals.
 - D. People are dressed up.
 - E. People are trying on the glasses.
5.
 - A. The man is waiting for his turn.
 - B. The man is wearing a vest.
 - C. The man is fixing the scale.
 - D. Vegetables are sorted into boxes.
 - E. The man is weighing something.
4.
 - A. People are walking up and down the stairs.
 - B. The woman is holding the railing.
 - C. The woman is leaning onto the railing.
 - D. The woman is descending the steps.
 - E. The staircase is leading up to the next level.
3.
 - A. The boat is tied up to the pier.
 - B. The boat is floating in the water.
 - C. The waves are pounding on the shore.
 - D. Ducks are swimming in the lake.
 - E. The boat is passing under the bridge.

2 Nghe từ vùng, sau đó nghe câu

4. (A) The floor is being polished.
(B) The door is being repaired.
(C) The windows are being replaced.
(D) The stairs lead to the floor.

5. (A) They are getting information from the clerk.
(B) They are holding a shoe.
(C) The shoes are displayed on the shelf.
(D) They are standing back to back.

6. (A) The ship is passing under the bridge.
(B) The trees are growing on both sides of the river.
(C) Some people are strolling along the water.
(D) The trees have already lost their leaves.

7. (A) The TV set has been disconnected.
(B) He is holding the electrical cord.
(C) There is a plant in the corner of the room.
(D) The couches are placed below the picture frame.

8. (A) The man is slicing the ham.
(B) The man is hanging some ham above the counter.
(C) The man is clearing off the counter.
(D) The store is open for business.

1. (A) (E) 2. (B) (C) (E) 3. (A) 4. (C) 5. (A) (C) 6. (B)

1. walking down the street
2. pulling into
3. are on the crosswalk
4. waiting at the curb
5. under construction
6. into the distance
7. climbing the ladder
8. waiting to cross
9. sweeping the road
10. final destination

6.
 - A. The band is marching along the street.
 - B. The trees are planted along the street.
 - C. The vehicles have been parked along
 - D. The lot is packed with vehicles.
 - E. The road curves into the distance.

2. A. The umbrellas are all folded up.
B. The outdoor café is busy with its customers.
C. Most chairs are occupied.
D. People are arranging the tables on the sidewalk.
E. Some people are passing by the outdoor café.
3. A. The man has the safety goggles on.
B. The man is using the hammer at the moment.
C. The man is putting the parts together.
D. The man is clearing off the table.
E. The man is repairing the desk by himself.
4. A. None of the people is wearing a raincoat.
B. The workers are carrying the lumber.
C. The workers are pouring concrete to construct a building.
D. The building is being demolished.
E. The construction is in progress.
5. A. Some trees are taller than the others.
B. The cars are all lined up along the road.
C. The sky is very clear.
D. The road is closed to traffic.
E. The traffic is heavy.

1. (A) The officer is directing the traffic.
(B) Some cars are running over the hill.
(C) The traffic is very heavy at rush hour.
(D) There are some tall buildings in the distance.
2. (A) Pedestrians are crossing the street.

3. (A) The men are holding the ladder.
(B) One man is cutting the pipe into pieces.
(C) One of the men is walking down the steps.
(D) The men are building the outdoor wall.

4. (A) The man is kneeling down on the floor.
(B) The man is wearing a woolly hat.
(C) The man is sharpening the knife.
(D) The man is laying tiles on the ground.

5. (A) People are grinding the coffee beans.
(B) People are sitting in the chairs.
(C) People are wearing the same outfit.
(D) People are looking out the windows.

6. (A) The vehicle is in the garage.
(B) The vehicle is under inspection.
(C) The vehicle is unloading some cargo.
(D) The vehicle has the door open.

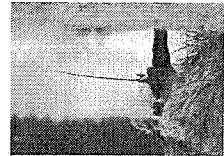
7. (A) The machine is digging in the street.
(B) The road is very icy.
(C) The machine needs to be repaired.
(D) The road has at least 6 lanes.

8. (A) The man is riding the motor bike at the moment.
(B) The man is tying on the sunglasses.
(C) The man is dressed casually.
(D) The man is starting the motor bike.

Part 1 Review Test

1. (C) 2. (B) 3. (D) 4. (C) 5. (A) 6. (B) 7. (C)
8. (C) 9. (C) 10. (C)

1.



- (A) He is looking at the dramatic scenery.
(B) The lake is covered with ice.
(C) He is fishing in a lake.
(D) He is walking toward the water.

2.



- (A) He is swinging his bat.
(B) He is playing tennis.
(C) He is looking through a mirror.
(D) He is mopping the floor.

3.



- (A) The audiences are applauding the performance.
(B) They are playing a musical instrument.
(C) They are speaking to the audience.
(D) They are performing in the event.

4.



- (A) The boat is being loaded with cargo.
(B) The boats are ready to leave.
(C) The boats are sailing in the ocean.
(D) People are putting down the sails.

5.



- (A) Some of the seats are unoccupied.
(B) Most of the chairs have been stacked up.
(C) The people are looking for some books.
(D) The professor is making a speech.



- (A) The couple are sitting on a chair.
 (B) The couple are looking toward each other.
 (C) The couple are wearing running shoes.
 (D) The stairs are too steep to climb on.

9.

- (A) The cars are rushing out from the parking lot.
 (B) The parking lot is packed with sports cars.
 (C) There are a few spaces left for cars to park.
 (D) All of the cars look the same.



8.

- (A) The park is covered with snow.
 (B) The umbrellas are for sale.
 (C) There are plenty of picnic tables available.
 (D) All of the parasols are opened.



7.

- (A) The people are waiting in line to buy some fish.
 (B) The man is weighing the fish.
 (C) The man is trying to catch some fish.
 (D) The people are having a friendly conversation.



6.



10.

1. When did you pick up the flight tickets?
 (A) No, I bought it at the agency.
 (B) I'm going to Seattle tonight.
 (C) On the way home yesterday.
 2. Where can I buy an umbrella?
 (A) In the cabinet.
 (B) Try the shop around the corner.
 (C) I can't open it, either.
 3. Who's going to bring the tables for the presentation?
 (A) We need some more tables.
 (B) At 3 p.m. I think.
 (C) I have no idea.
 4. Where is the nearest bus stop around here?
 (A) It runs every 15 minutes.
 (B) At 3:15.
 (C) Just across the street.

3 Nghe câu và chọn đáp án đúng

1. plant begin production
 2. lead engineer for the project
 3. reports written
 4. make copies
 5. does Tom live now
 6. take the director to the train station
 7. coming to town
 8. responsible for sending
 9. put the samples
 10. get the results

2 Nghe từ vựng, sau đó nghe câu

Unit 4 Câu hỏi When/Where/Who

- (A) Everyone is sitting on a bench.
 (B) They are sitting in a circle.
 (C) Everyone in the room has a book in their hand.
 (D) The man on the right is looking into his watch.

1. Where is the booklet about last quarter's sales figures?
 - (A) The sale started from last week.
 - (B) In the second drawer.
 - (C) It didn't last long.
2. When will the financial statement be updated?
 - (A) I heard the updated weather report.
 - (B) No, I think his fashion is out of date.
 - (C) The deadline is tomorrow.
3. Who's going to review the budget report?
 - (A) I am going to the conference with Michael this time.
 - (B) Mr. Parker will go over it within 2 days.
 - (C) I saw the movie with Tom.

1. (B) 2. (C) 3. (B) 4. (A) 5. (B) 6. (C) 7. (B)
8. (C) 9. (A) 10. (C)

Làm quen với cảm giác thi thật

10. Who's going to attend the executive meeting?
 - (A) Sometime next week.
 - (B) Only the managers.
 - (C) In the meeting room.
9. When are you leaving for Paris?
 - (A) On Monday afternoon.
 - (B) She has just left.
 - (C) I thought London was better.
8. Where can I buy a raincoat?
 - (A) On Friday.
 - (B) You can buy one in the department store.
 - (C) The coat looks good on you.
7. When will I get my blood test results?
 - (A) In 2 weeks.
 - (B) No, you can't.
 - (C) She's a nurse.
6. Who's responsible for purchasing the software program?
 - (A) Jonathan takes care of that.
 - (B) I bought it yesterday.
 - (C) Yes, we installed a new program.
5. When is the deadline for the budget report?
 - (A) Tom is in charge of that.
 - (B) I placed the file on your desk.
 - (C) By the end of this week at the latest.

2 Nghe từ vựng, sau đó nghe câu

1. Would you like to drink
2. How did you learn
3. Why don't you come
4. Why was the schedule
5. How big is the conference
6. What's the shortest way
7. Why don't we move the chairs
8. What time does the train
9. How long will it be
10. How about sending mail out

Unit 5 Can hỏi Why/How/What

10. When does the play begin?
 - (A) It was written by Shakespeare almost 500 years ago.
 - (B) In the main theater.
 - (C) The door opens at a quarter to 8.
9. Where did Ms. Brown attend graduate school?
 - (A) She didn't. She only has a bachelor's degree.
 - (B) She graduated last spring.
 - (C) We studied chemistry together in high school.
8. Who were you talking to?
 - (A) Sorry, I tend to talk a lot.
 - (B) Sure, I have a few minutes.
 - (C) That was the old health club trainer.
7. When would you like me to stop by?
 - (A) Stop in front of the gas station, please.
 - (B) About half past ten.
 - (C) No, you can continue.
6. Who will take care of transportation once we get there?
 - (A) The plane lands at 4:15 p.m.
 - (B) Smaller cars are more economical.
 - (C) Jane will be waiting for us.
5. Who put in the request for the medical leave?
 - (A) Yes, he's my doctor.
 - (B) Sara needs to take a sick leave.
 - (C) She left here 10 minutes ago.
4. When was the last time you rearranged the furniture?
 - (A) It has been quite a while.
 - (B) We need to buy new chairs.
 - (C) No, it's in the next building.

3 Nghe câu và chọn đáp án đúng

1. (C) 2. (C) 3. (B) 4. (B) 5. (A) 6. (B) 7. (B)
8. (C) 9. (A) 10. (A)

1. What bank financed your new factory?

- (A) Yes, the bank financing is satisfactory.
(B) The factory is located in another area.
(C) We used a federal loan.

2. Why did you come to work so late this morning?

- (A) No, she doesn't work today.
(B) Because I was late for work this morning.
(C) Because there was a road construction on the way here.

3. How did you complete the proposal so quickly?

- (A) The highway is quicker.
(B) In fact, Jane gave me some help.
(C) I should finish it by tomorrow.

4. How about sending the shipments by air?

- (A) No, by air.
(B) It sounds like a good plan.
(C) We should send the shipments by the end of this week.

5. What time do you start serving lunch to customers?

- (A) From 11 sharp.
(B) You don't need to make a reservation for lunch.
(C) Sorry, I don't have time.

6. Why don't you join us for coffee after work?

- (A) Well, I prefer coffee to tea.
(B) Sure, who is coming with us?
(C) Because I didn't join the team yet.

7. How should we honor Mr. Kang's retirement?

- (A) He will resign next month.
(B) Don't worry. Tom and Mary are handling that matter.
(C) We will have to replace all the tires.

8. What do you think about the new computer software?

- (A) No, we are waiting for the program to be installed.
(B) I don't think so.
(C) It's much faster than the old program.

9. Why is Sophia moving to Eastern Europe?

- (A) She's transferring to a new office.
(B) No, I'm going to Asia this winter.
(C) Yes, she's from Europe.

10. How late are they open?

- (A) They're open until 10 p.m.
(B) Could you open it right now?
(C) I haven't seen them lately.

Làm quen với cảm giác thi thật

1. (A) 2. (B) 3. (A) 4. (B) 5. (A) 6. (B) 7. (C)
8. (C) 9. (C) 10. (B)

1. How soon will you know whether the car will be on sale?

- (A) My assistant is bringing me that information right now.
(B) Yes, the sale will continue through the weekend.
(C) I don't know how to fix the car.

2. What city did you grow up in?

- (A) That's been many years ago, but it still feels like yesterday.
(B) On the south side of Chicago, but that was a long time ago.
(C) I just got back from an incredible vacation in New York City.

3. Why did you congratulate your colleague?

- (A) She just received a special promotion.
(B) Yes, she was very motivated.
(C) At the awards banquet.

4. What time are we going to the stadium?

- (A) The game will last two hours.
(B) We will leave right after lunch.
(C) Yes, I'm a big sports fan.

5. How much of a discount applies to this refrigerator?

- (A) You can get 30% off.
(B) It's \$300.
(C) That's a real bargain.

6. Why wasn't I notified of the changes in plan?

- (A) Not until next week.
(B) I just found out about it myself.
(C) You're very kind. Thank you.

7. How did you do on your math test you were studying for?

- (A) I studied all day for three days.
(B) No, I majored in economics.
(C) I think I did well.

8. Why was the delivery delayed?

- (A) No, they delivered it.
(B) For about two hours.
(C) The heavy traffic slowed it down.

3 Nghe câu và chọn đáp án đúng

1. Would you like a copy
2. Which color
3. Would you like me to send you
4. Can I borrow your pen
5. Would you like me to fill out this form
6. Could you call me back
7. Which report shows
8. Can I reserve a room
9. Would you mind taking the supplies
10. Would you care to leave

2 Nghe từ vựng, sau đó nghe câu

Unit 6 Câu hỏi Which/Câu hỏi dùng từ đồng từ

10. Why don't you e-mail your order directly to the store manager?
- (A) On the main street.
- (B) I want to, but he didn't tell me his address.
- (C) The store is open until 10 p.m.
9. What did you do with the twenty-dollar gift certificate?
- (A) The certification is no longer valid.
- (B) The gift was expensive.
- (C) I gave it to my daughter yesterday.

1. Would you like to be in the meeting with the customer tomorrow?
- (A) It begins in an hour.
- (B) Yes, I've been looking forward to it.
- (C) It will be held in the conference room.
2. Could you look at this blueprint when you have some time?
- (A) Sure, I can review it after finishing this proposal.
- (B) It's 3:30 now.
- (C) Yes, the red one is better.
3. Can you spare me a minute to talk about the meeting this afternoon?
- (A) Yes, the meeting was boring.
- (B) Yes, I'm free now.
- (C) No, I don't have the spare key.
4. Which chart shows the sales figures for the last quarter?
- (A) He didn't show up today.
- (B) Yes, the chart contains many tables.
- (C) The green one.

Làm quen với các giác quan

1. Would you like to join us for a barbecue party this Saturday?
- (A) I have a previous appointment with my wife.
- (B) I'm off this Friday.
- (C) I didn't join them.
2. Could you please help me with Jason's farewell party?
- (A) He will retire next month.
- (B) Sure, what should I do?
- (C) No thanks. I am full.
3. Which do you want for your bed linen?
- (A) Yes, I want it.
- (B) The traffic is really bad.
- (C) The first one is better.
4. Which chart shows the sales figures for the last quarter?
- (A) He didn't show up today.
- (B) Yes, the chart contains many tables.
- (C) The green one.
5. Could you recommend a good restaurant for lunch?
- (A) I brought sandwiches for lunch today.
- (B) Sure, there is a good Italian place across the street.
- (C) Yes, you need a recommendation from your boss.
6. May I use your new laptop computer?
- (A) The computer is still under warranty.
- (B) Sure, I know how to use it. Don't worry.
- (C) Sorry, I have to use it now.
7. Would you ask Sara to correct errors on the draft?
- (A) Yes, she is correct.
- (B) I already asked her to do that.
- (C) Yes, she is an editor.
8. Which dessert would you like, sir?
- (A) Just coffee is enough.
- (B) I really like desserts.
- (C) OK, it will be served in a minute.
9. Shall I let her take you to the airport?
- (A) Yes, I received a letter from her.
- (B) No thanks. I will drive myself.
- (C) The flight is for 3:30 p.m.
10. Can you proofread this marketing report for me now?
- (A) Sorry, I'm tied up with my paperwork now.
- (B) Sure, the fruit was very fresh.
- (C) I haven't read that book yet.

3 Nghe câu và chọn đáp án đúng

- 1 (B) 2 (B) 3 (B) 4 (B) 5 (A) 6 (C) 7 (A)
8 (C) 9 (B) 10 (A)

1. Do you know when the agenda has been set?

(A) Yes, that's right.

(B) Sometime yesterday.

(C) No, it hasn't.

2. Do you remember when the board met last time?

(A) Yes, I remember meeting you at the conference.

(B) Monday morning last week.

(C) Since 1999.

3. Did you decide where you will spend your vacation this year?

(A) I went to the beach.

(B) I'm planning to go to Indonesia.

(C) The hotel was much too expensive.

4. Can you tell me when Mr. Brown will be back here in town?

(A) No, he's away on his vacation.

(B) He won't be back until this weekend.

(C) I don't know what to do.

5. Do you know why he always wears that tie?

(A) Why don't you ask him yourself?

(B) Sorry, I'm tied up all week.

(C) Yes, he always goes to that store.

6. Do you know why she has changed her mind?

(A) I don't mind waiting for you here.

(B) I wouldn't change it.

(C) Perhaps she has another plan.

7. Can you tell me where I should submit this invoice?

(A) You can give it to me.

(B) The deadline is tomorrow.

(C) It should be submitted separately.

8. Do you know what's on the agenda for the next meeting?

(A) It will be held in the board room.

(B) My travel agent in France.

(C) Just the usual topics.

9. Could you tell me how to start this camcorder?

(A) I couldn't start the car this morning.

(B) Just press the red button.

(C) This camcorder is a brand-new one.

4. Would you like to take a break now?

(A) No, I have to finish this first.

(B) He really liked them.

(C) No, I haven't had breakfast yet.

5. Can you help me pack the boxes this afternoon?

(A) I can give you some information about the insurance

packet.

(B) No, the package hasn't arrived.

(C) Yes, I have time after 3.

6. Could you look into the copier?

(A) Sure, what seems to be the problem?

(B) I need 10 copies by 1 p.m.

(C) Please make as many copies as you can.

7. Which skirt should I buy?

(A) It's up to you.

(B) By tonight.

(C) It is in the top drawer.

8. Would you please change the ink cartridge in the printer?

(A) But I changed it already this morning.

(B) Sorry, but it's out of print.

(C) The ink needs to be changed.

9. Can I transfer some money at this branch?

(A) Of course, do you have any accounts here?

(B) The bank closes early today.

(C) I'll pay in cash.

10. Which phone should I use to make an overseas call?

(A) It's very expensive.

(B) You can dial directly from any of the office phones.

(C) I haven't been to other countries before.

Unit 7 Câu hỏi giao tiếp

2 Nghe từ vựng, sau đó nghe câu

1. Can you tell me where
2. Do you know who was hired
3. Do you know why
4. Could you give me a call if
5. Do you know where
6. Do you remember when
7. Do you know why
8. Do you know who'll be replacing
9. Do you know how often
10. Can you ask Sara when

10. Can you guess how long it will take to get to the office?
 (A) It depends on the traffic.
 (B) I want to go along with you this time.
 (C) I usually take the bus to work.

Làm quen với cảm giác thi thật

1. (A) 2. (B) 3. (C) 4. (A) 5. (B) 6. (C) 7. (B)
 8. (C) 9. (B) 10. (A)

1. Can you tell me when the finance statement will be updated?
 (A) I haven't heard yet.
 (B) We have a financial problem.
 (C) From time to time.

2. Do you know where the brochure that will be printed tomorrow is?
 (A) It includes books and magazines.
 (B) In the top drawer.
 (C) I don't know how much it is.

3. Do you know who chaired the meeting?
 (A) It's supposed to be at 3:00 p.m.
 (B) I'll be attending myself.
 (C) The Chief Financial Officer did.

4. Can you tell me how long you have been running this ad?
 (A) It was launched a month ago.
 (B) I like it too.
 (C) It's quite exciting, isn't it?

5. Can you tell me how you were able to move all of this?

- (A) I'm moving it right now.
 (B) We used a big truck.
 (C) It's coming along well, thanks.

6. Can you guess what our company will build on this land?

- (A) It's almost one square mile.
 (B) It's prime real estate.
 (C) We'll build a shopping mall here.

7. Could you let me know what you think of this ad?

- (A) It's about cola, I think.
 (B) It's not very interesting.
 (C) It lasts about 30 seconds.

8. Do you know what time the movie starts?

- (A) I'm moving tomorrow.
 (B) I don't have any favorite movie stars.
 (C) At 8:15, if I remember it right.

2 Nghe từ vựng, sau đó nghe câu

3 Nghe câu và chọn đáp án đúng

1. canceled our newspaper subscription
 2. Haven't you finished
 3. my home or work phone number
 4. make a reservation
 5. go to the musical last night
 6. pay by credit card / pay in cash
 7. who will be hired as assistant manager
 8. isn't the store closed
 9. Didn't you like the presentation
 10. not going to attend the orientation

10. Do you remember how much the shipping cost was?
 (A) It was \$27.
 (B) The shipping company will pick up tomorrow.
 (C) The shipping company will bill us.

9. Do you know where the nearest bank is?
 (A) You should pay interest every month.
 (B) It is 2 miles up the street, on the right.
 (C) Thanks, but I can't make it tonight.

1. Do you want to meet the client today or tomorrow?
 (A) I am supposed to meet her at the Blue Moon restaurant.
 (B) How about tomorrow?
 (C) Yes, I will meet him.
2. Didn't you call the help desk for the repair visit?
 (A) No, you don't need to visit him.
 (B) Yes, I am expecting the repairman at 3 p.m.
 (C) Yes, the desk is mine.
3. Has John signed the contract or is he still checking the terms?
 (A) Yes, she already sent the contract.
 (B) I heard he accepted all the conditions.
 (C) He was talking about the long-term parking.
4. Mr. White is the new owner of the company, isn't he?
 (A) He was accompanied by two people.
 (B) Yes, I think he is.
 (C) No, he owns a huge building.

5. Will you buy or rent the house?

- (A) Rents are rising every month.
(B) We decided to purchase it.
(C) You can rent it anytime.

6. Shouldn't you bring an umbrella with you?

- (A) It's been raining all day long.
(B) The weather is very humid.
(C) Oh, thanks. I forgot.

7. Do you want to meet Saturday or Sunday?

- (A) Because I'm very busy every weekend.
(B) Yes, we meet every weekend.
(C) Sunday sounds better.

8. The board members approved your proposal, didn't they?

- (A) I'm still waiting for it.

- (B) Yes, they are in the board room.

- (C) No, you have the wrong number.

9. Is the problem with the hardware or in the software?

- (A) I think it's a flaw in the program.
(B) The work is very hard here.
(C) Neither do I.

10. You've chosen some candidates to interview for the position, haven't you?

- (A) I've applied for the job.

- (B) None of them looks promising.

- (C) I should come in for an interview tomorrow.

Làm quen với các bài thi

1. (A) 2. (C) 3. (C) 4. (C) 5. (A) 6. (A) 7. (C)

8. (C) 9. (B) 10. (B)

1. Would you prefer a window seat or an aisle seat?

- (A) Either is fine with me.

- (B) Yes, that would be fine.

- (C) The seat was very comfortable.

2. Don't we have to pay for the phone calls here?

- (A) Yes, the payment is nice here.

- (B) Yes, I really liked that play.

- (C) No, the committee pays for them.

3. Do you prefer one or two sugars in your coffee?

- (A) Don't worry. There are enough copies.

- (B) I always get my coffee from the store at the corner.

- (C) I'd prefer black.

1. When is the last time you've seen Jay?

- (A) It lasts for about two days.

- (B) No, I didn't.

- (C) Yesterday at school.

Part 2 Review Test

1. (C) 2. (C) 3. (A) 4. (B) 5. (B) 6. (A) 7. (B)
8. (B) 9. (A) 10. (B) 11. (A) 12. (C) 13. (C) 14. (B)
15. (B) 16. (C) 17. (A) 18. (B) 19. (A) 20. (B) 21. (C)
22. (B) 23. (A) 24. (A) 25. (B) 26. (B) 27. (C) 28. (C)
29. (A) 30. (B)

10. Haven't you ever flown on Korean Airlines?

- (A) No, I flew first class to Korea.

- (B) Yes, whenever I visit Seoul.

- (C) I'd like to confirm my flight.

9. Do you want me to ship the orders to you today or another week?

- (A) I want to place an order right now.

- (B) Just send me what you have now.

- (C) I think he is too weak.

8. The restaurant stays open late on the weekends, right?

- (A) I was 20 minutes late this morning.

- (B) Yes, they always serve good food.

- (C) As I know, they are open until 11:30 p.m.

7. What do you like better, a concert or a movie?

- (A) That sounds like a great idea.

- (B) Actually, I'm a stranger here too.

- (C) I haven't seen a film for a while. Let's do that.

6. Didn't you send out the materials to all department heads?

- (A) Yes, I did it yesterday.

- (B) It's closed for a national holiday.

- (C) They faxed me this morning.

5. Do we have two speakers or will there be three altogether?

- (A) We have three guest speakers.

- (B) No, they need to be repaired.

- (C) Yes, you're right.

4. Mr. Sakamoto is in charge of purchasing, isn't he?

- (A) You can also purchase the item here at number 3.

- (B) No, they charge too much.

- (C) Yes, he got promoted last month.

2. Excuse me. Can I borrow your cell phone?
 (A) Turn right at the street sign.
 (B) Yes, I got my phone fixed.
 (C) I'm sorry, it's out of batteries.
3. Where is the main hall?
 (A) Make a right turn at the corner.
 (B) To have a good meal.
 (C) At 6 o'clock.
4. How late is your office open?
 (A) Yes, it's scheduled very late.
 (B) We're open until 10.
 (C) Can I open it now?
5. How much does it cost to get a front row ticket for the concert?
 (A) On Sundays only.
 (B) It depends on when you buy it.
 (C) No, children under 13 are not admitted.
6. Where can I pick up my shipment?
 (A) In room 213.
 (B) Not today.
 (C) This is very fragile.
7. What time does Pierre say we need to turn in this report?
 (A) It's for a wedding.
 (B) Tomorrow afternoon at 3 o'clock.
 (C) No, I didn't tell him about it yet.
8. How many applicants passed the first test?
 (A) A test driver.
 (B) About 20.
 (C) Yes, I applied for the visa.
9. Why didn't you just drive here?
 (A) I felt like walking.
 (B) It took almost an hour.
 (C) Gas prices dropped, didn't they?
10. Why is the meeting being delayed?
 (A) Yes, but it should be here soon.
 (B) Mr. Robin is still on the phone.
 (C) Lay it on the table.
11. Mr. Donald runs a family business, right?
 (A) Yes, it was passed on by his dad.
 (B) No, he drives home.
 (C) Mr. Donald can't make it to the meeting.
12. Can you help me with my project or does Mr. Nash need you?
 (A) Not yet.
 (B) Yes, I have a couple.
 (C) Actually, I have to see Mr. Nash immediately.
13. Could you please turn the television down?
 (A) Down the street where?
 (B) Turn the steak over before it burns.
 (C) It is my house, so I'm not turning it down.
14. What is the next available time for the movie?
 (A) He started working here last year.
 (B) Looks like the 10:40 one.
 (C) No, he isn't available right now.
15. Do we have enough steak, or should I buy some more?
 (A) The premium cuts are too expensive.
 (B) Getting more sounds like a good idea.
 (C) I don't like well done steaks.
16. Which one of these houses did they buy?
 (A) They'd like one by the sea.
 (B) In November, I think.
 (C) The one we just went past.
17. Why didn't you bring Mark's present to the party?
 (A) I was in a rush.
 (B) I bought five presents.
 (C) He will love this gift.
18. I'm in the mood for Mexican food tonight.
 (A) I don't think so.
 (B) That sounds good for me, too.
 (C) No, he's not answering.
19. How long will it take for delivery?
 (A) Two days on express.
 (B) Nine pounds.
 (C) It isn't shipped.
20. They'll refund our money if it breaks, right?
 (A) Yes, I have a lot of money.
 (B) Yes, that's the policy.
 (C) Pay me back.
21. Who will be at Robert's birthday party?
 (A) He will be having a party on Tuesday.
 (B) I think about 20 people.
 (C) Clyde and Sam will be there for sure.

- (A) In March.
(B) I'm not so sure yet.
(C) The new internet service was great.

23. Would you like to join us for some coffee?

- (A) No, thanks.
(B) I like coffee.
(C) Yes, I joined the coffee club.

24. Why did Ms. Aniston hire a bilingual secretary?

- (A) Many of her clients speak Spanish.
(B) Starting this Monday.
(C) She was tired of her old one.

25. The concert starts at 6 o'clock, doesn't it?

- (A) I started there last week.
(B) We'd better hurry, then.
(C) She didn't like them.

26. Have you seen the latest animation, Space Cats?

- (A) No, I liked it.
(B) No, is it any good?
(C) Saturday morning, at 9.

27. What time are you having lunch tomorrow?

- (A) They'll start it soon.
(B) Three dollars for a burger.
(C) Around three would be perfect.

28. This room is freezing.

- (A) I know, I love ice cream too.
(B) It's not real.
(C) Why don't you grab your sweater?

29. Ms. Wilson, could you tell us how you'd promote the new lines of your clothing?

- (A) Yes, here's a copy of my plan.
(B) Congratulations on the promotion.
(C) It's right over there.

30. I don't think I can make it to Mr. Hall's retirement party tonight.

- (A) He will retire within a month.
(B) Me neither, because of my work.
(C) Should I tell other people about Mr. Hall?

Unit 2 Nghe từ vựng, sau đó nghe câu

Unit 2 Bài đọc hiểu liên quan đến hội họp / công việc / văn phòng

1. applied for a receptionist position
2. understaffed
3. adjusting our meeting schedule
4. Sales figures have declined
5. meet the deadline
6. healing bill for this month
7. take care of the paperwork
8. the security office about spare keys
9. I can't log into mine
10. made much progress

Unit 3 Nghe bài đối thoại, sau đó trả lời câu hỏi

- 1 (B) 2 (A) 3 (A) 4 (B) 5 (B) 6 (B) 7 (A) 8 (A) 9 (A) 10 (B)

[1-2]

W: I want to know why I haven't received my paycheck yet.
M: Oh, actually yours was returned. I guess the mailing address was incorrect.
W: Incorrect address? Oh, I'm sorry. I should have told you my new address. I moved to a new apartment two weeks ago. Here is the new address.
M: I'll take care of it this afternoon before the post office closes.

[3-4]

W: Do we have to work overtime next week again?
M: As you know, two people are still on their maternity leave, so we have no choice but to work to meet the deadline.
W: Oh, not I haven't had a chance to take time off work for two months.
M: I haven't taken, either. If we meet the deadline on the PMP project, we will be eligible to receive a bonus next month. Let's be optimistic.

[5-6]

M: Is everything set for the next Tuesday meeting?
 W: I got a call from Mr. Wilson in New York this morning. He said he won't be back to Seoul until Wednesday afternoon.
 M: Well, let's reschedule our meeting then. Call him and ask whether Friday is OK.
 W: All right. I'll call him back and ask right away.

[7-8]

M: Sara, IPD Magazine called this morning and complained that they did not like the design of their new magazine advertisement.
 W: Again? That is the 6th design. I have changed the layout 5 times because of them.
 M: I know they're very picky. But that company is the biggest client of our business.
 W: Yes, I understand. I will redesign that tonight.
 Don't worry too much.

[9-10]

M: Did you contact the salesperson from Fast Laptop?
 We really need to get 10 laptop computers within the week.
 W: I called more than three times today. But there was no answer. I guess all the people there might have gone on their vacations.
 M: Please find another computer supplier instead of Fast Laptop. We don't have time to wait.
 W: I think that's a better idea.

Làm quen với cảm giác thì thật

1. (C) 2. (B) 3. (A) 4. (A) 5. (B) 6. (D) 7. (A)
 8. (C) 9. (B)

[1-3]

W: Did you like (1) the workshop on time management?
 I found it extremely helpful.
 M: I've been to a similar one at my previous job. But (2) this speaker's suggestions were more practical.
 W: Yes, I've been able to help my staff plan its work schedule by following his tips.
 M: That's wonderful. We all need to see how (3) we can boost our productivity. That has to be our top goal.

[4-6]

W: (5) Will the building crew work over the weekend?
 M: Yes, they'll be here. (4) They're repairing the floor in the basement.
 W: Then we'll have to put up a notice asking people not to park their cars there tomorrow.
 M: Right. (6) You might also want to tell Maintenance about it, so they can get the area ready.

[7-9]

M: Have I got a call holding on my line? (7) I can't make a call using that number.
 W: Yes, you do. I was just trying to buzz you to pick it up. (8) It's Ms. Sampson from Accounts Payable.
 M: Not again. I just spent 20 minutes on the phone with her this morning going over my travel reimbursement. What can she want now?
 W: I can take a message if you like.
 M: No, that's not necessary. (9) I'll pick up the call better to just get this over with.

Nghe từ vựng, sau đó nghe câu

1. a discounted package
 2. to talk about the tour
 3. a piano recital / a quarter past eight
 4. taking time off next week
 5. going bicycle riding
 6. recommend visiting
 7. our departure time on time / we'll be delayed
 8. to see our clients
 9. take my car to the repair shop
 10. healing bill for this month

Nghe bài đối thoại, sau đó trả lời câu hỏi

1. (A) 2. (B) 3. (A) 4. (A) 5. (B) 6. (A) 7. (A)
 8. (B) 9. (B) 10. (A)

[1-2]

M: We can catch the 7 o'clock ferry in order to get to the city center by 7:30 p.m.
W: OK. That'll give us plenty of time to eat dinner before the show starts.
M: Oh, you want to have dinner before the show? I was thinking after the show.
W: Yes, we're going to Moose's Tooth, and that place will be packed by the time we're done with the show.

[3-4]

W: Hey, Mr. Park. This is Jean from The Sauce magazine. I'm calling you about the subscription you wanted.
M: Oh, yes. Thanks for reminding me, Jean. Listen, I am very busy right now. Can you give me a call a little later? I'm free to talk in about half an hour.
W: Sure, I'll go ahead and do that. Sorry for the disturbance.
M: All right, thanks.

[5-6]

W: I'm thinking of taking my children to the dinosaur exhibit that opened last Thursday.
M: My kids loved it so much that we went on Saturday and again on Sunday.
W: Really? We're going to go on Wednesday night. I hope my kids love it too.
M: Don't worry, they will. You may have to go there twice.

[7-8]

M: I'd like to reserve a flight from London to Edinburgh for next Tuesday.
W: One-way or return trip, sir?
M: Oh, on Friday evening. I'm returning on Friday.
W: What time would you like to return? I need you to sign here, here and here.

[9-10]

M: Can we meet around 4 o'clock this afternoon?
W: Let's see, I'm free at 4:10, but I have another appointment at 4:40.
M: Don't worry. It won't take very long.
W: Alright, let's meet at the cafe across the street. It's a quiet place.

[1-3]

1. (A) 2. (B) 3. (C) 4. (A) 5. (A) 6. (D) 7. (D)
8. (B) 9. (A)

M: Welcome back, (1) Sally. How was Alaska?
W: It was great, Khalil. I can't believe I was gone for a whole 6 months. I loved it. (3) I stayed at my friend's house. (2) I went skiing, fishing, and hung out downtown a lot.
M: Sounds fun. Yeah, you were gone for a long time. I bet time went fast for you. You missed out on June's birthday. It was just last week. How was the weather there?
W: Oh, really? I'd better go give him a call. The weather wasn't bad at all. When I arrived there though, there was 5 feet of snow.

[4-6]

M: Julie, when are you coming back from Australia?
W: Well, if my meeting goes really well, I could be back by next Tuesday. But the thing is, I like it here so much, even if the meeting goes well, I want to stay there until next Friday. Why do you ask?
M: (5) Tyler announced that he's moving to Michigan for a new job, so I'm throwing him a party in Dave's restaurant next Wednesday and I was hoping you'd be able to come.
W: I won't be able to make it on Wednesday, but thanks for letting me know about Tyler. (6) I'll be sure to stop by his office before I leave.

[7-9]

W: How many people are coming to the reception?
M: I was expecting 30, but (7) 40 people have told us they would be there.
W: Wow, (8) that's twice as many as I thought.
M: Yeah, (9) consider that last year, we only had 19 people that showed up. The reception has gotten bigger.

7.2 Nghe từ vựng, sau đó nghe câu

1. for a light lunch
2. about the menu
3. gloves gift-wrapped
4. a few more minutes
5. which aisle spaghetti is in
6. bring me green tea
7. by the dairy products
8. all our models on display
9. supposed to have
10. offering laptops for 35% off

7.3 Nghe bài đối thoại, sau đó trả lời câu hỏi

1. (A) 2. (A) 3. (B) 4. (B) 5. (A) 6. (B) 7. (B)
8. (B) 9. (B) 10. (B)

[1-2]

W: Did you go to that new restaurant last night?
M: Yes, I did. The food there is delicious, especially if you like spicy.
W: Sounds good. Maybe I'll try it tonight since it's so close to the office.
M: You'd better make a reservation.

[3-4]

M: How much is this leather bag?
W: It's only \$50 because it has a slight scratch. It's regularly sold for more than \$90.
M: What a great deal! The scratch is almost unnoticeable.
W: Yes, the client returned it saying he didn't like the bag.

[5-6]

W: Good evening. I'd like to pick up some tickets I reserved. My name's Johnson.
M: Just a minute. Here they are. How do you want to pay for these?
W: I'll be paying with cash.
M: If you pay in cash, we offer some great benefits. Would you like a \$2 off coupon for popcorn, or a free hot dog coupon?

[7-8]

M1: Excuse me. Can I exchange this computer for another one?
M2: What seems to be the problem with it?
M1: Well, I bought it here just a week ago, and it's already making a funny noise.
M2: Well, let me take a look at it. It's usually the motherboard or the fan that has the problems. If I find problems with the parts, I can fix it for free since it's under warranty. But if we find the parts abused we have to charge.

[9-10]

W: Hi, my name is Jena. I'm calling to check on a delivery from your store.
M: Let me check our records. Yes, I see you've ordered a new computer and a printer. Our delivery person is scheduled to deliver them on April 4th.
W: But I won't be home that day. I was told they would be here on the second.
M: Well, let me check with the manager on that date. I'll call you back this afternoon.

Làm quen với các giác quan thị giác

1. (B) 2. (A) 3. (A) 4. (B) 5. (B) 6. (B) 7. (A)
8. (A) 9. (A)

[1-3]

M: Excuse me, (1) I got this pair of shoes as a birthday present yesterday and (2) it seems to have a loose bottom. (3) Can I exchange it for a new pair?
W: You certainly can as long as it was purchased less than two weeks ago. Do you have the receipt?
M: No, I'm afraid I don't have a receipt. It's a gift from my friend. I just got it yesterday though, so I'm sure he didn't buy it that long ago.
W: Well, I will check with the manager to see if we can offer you an exchange. Just a minute, please.

[4-6]

W: All the guests are here. Is the food ready to be served?

M: No, it's not. I just called the (4) caterer. (5) Apparently there were just some miscommunications. They thought dinner was supposed to start later at 8:00 o'clock.

W: 8:00 o'clock? That means (4) the presentation can't start until 9:30. I'll have to tell the guests that there was a change of schedule. Presentation first, and then the dinner.

M: Well, (6) the caterer was extremely sorry and said he will make more food for the same price, so I guess that'll be good news for us.

[7-9]

W: Excuse me, I think I left my book on the table when I was here this afternoon. Has anyone found them?

M: Let me check our lost item drawer. No, I'm sorry. It isn't here.

W: (8) Could you do me a favor and call me if you find it?

(9) I have an exam next Monday, and I have to study with that book this weekend.

M: I understand. After we clean up the tables tonight, (7) I'll take a good look around the restaurant and call you if I find it.

Unit 12 Bài đọc chơi liên quan đến ngân hàng

bưu điện / giao thông

2 Nghe từ vựng, sau đó nghe câu

1. our short-term savings account
2. one purple-colored phone
3. you are transferring to
4. my correct address
5. might have been delivered
6. on the way to distribute
7. this transaction to happen
8. the official loan application form
9. a short walk to the bus stop
10. show your annual income

3 Nghe bài đối thoại, sau đó trả lời câu hỏi

- 1 (A) 2 (A) 3 (A) 4 (B) 5 (B) 6 (B) 7 (A)
- 8 (B) 9 (B) 10 (A)

[1-2]

M: I have a package for Mr. Thompson.

W: He's not here, but I can take the package for him.

M: Sure, just sign here, and write down your name clearly on the next line.

W: Here you go. Hey, is this beef jerky? I ordered some beef jerky under his name and it's the beef jerky. I'll just take it.

[3-4]

M1: How can I get to your office from the hotel downtown?

M2: You can take a taxi, a bus, or a train. The N Train that runs to the airport is probably the quickest way.

M1: Thanks for the tip. I'll give you a call tomorrow morning.

M2: Actually, I'll send someone to pick you up. You are visiting us, so we need to give you good service. Which hotel are you staying in?

[5-6]

M: Excuse me. How many stops are there before we get to Fresno St.?

W: Fresno St. We've already passed.

M: Oh! I'd better get off at the next stop then. I hope there's another bus that goes back in that direction.

W: Actually, the next stop is the last one. So if you just stay in this bus, it'll take you back there.

[7-8]

M: How much is it to send this folder to Japan?

W: Do you want express delivery, or regular mail?

M: I'm not in a hurry, so there's no need for express delivery so, it's also expensive.

W: Well, regular is \$45 and express is \$105. We'll do regular then, and it will take 3-5 weeks for delivery. Is there anything else I can help you with?

[9-10]

M: Could you tell me the balance of my bank account, please?

W: OK, I will need to see your ID and account number.

M: Here you go. May I see the balance of my checking account?

W: Your checking account has a balance of 39 dollars and 42 cents.

1. (C) 2. (A) 3. (B) 4. (A) 5. (A) 6. (A) 7. (D)
8. (A) 9. (A)

[1-3]

M: (1) Riverside Gas Company, can I help you?
W: Hello, I am calling because of my heating bill I received this month. I don't think I used as much heating gas as I'm being charged this time.
M: (2) The reason might be the increase in gas rates in your area, but I'll check your account record to be sure. (3) Your account number is?
W: 25101. And I live in Hutchins.

[4-6]

M: Hello, (4) I have a delivery of 2 large pizzas and a side of bread sticks.
W: Really? Are you sure you have the right address? Because we didn't order anything.
M: Isn't this 3405 Tudor Road?
W: Oh, yes we are, (5) but the house next door to us shares the same address. (6) It can be a real hassle sometimes, the Johnsons order a lot of food, so we get a lot of delivery men coming here.

[7-9]

M: Hello, this is Mark Coleman in the security office. May I talk to Mr. Lee from the front office, please? May I ask why you are calling? I'll take a message for him so he can see it as soon as he gets here.
M: Yes, Cathy. (7) Can you please tell him that a package for him came in to the security office? It looks kind of big and it is in a red box. Also, there is a package for Mr. Johnson and Mr. Meyers, too. Please tell Mr. Lee to come pick them up as soon as possible.
W: Oh, (9) would it be alright if I just went over and picked them up? (8) The package for Mr. Meyers is actually mine. I had a limit of my credit card last month and made an order with his. I'll be there shortly.

[1-3]

1. (B) 2. (D) 3. (A) 4. (D) 5. (A) 6. (C) 7. (C)
8. (A) 9. (D) 10. (D) 11. (A) 12. (A) 13. (C) 14. (A)
15. (B) 16. (D) 17. (A) 18. (C) 19. (B) 20. (A) 21. (D)
22. (D) 23. (A) 24. (B) 25. (C) 26. (B) 27. (A) 28. (D)
29. (C) 30. (A)

[4-6]

M: Did you find out why the delivery truck is delayed?
W: Yes, I did. Apparently the driver went to the wrong address. He should be here at 5:00.
M: I hope so. A lot of our customers are waiting for those items.
W: I know. I was told that the driver is coming here as quickly as possible, though.

[7-9]

M: Hello, Mrs. Fernando. This is Pierre from Krash Computer Services. Did you have a complaint about a software program?
W: Yes, it's regarding the word processing software you installed on our system. I think it's defective.
M: Don't worry, ma'am. I'll come right away to fix it.

[10-12]

W: It's rather warm today, isn't it? I wish it would rain!
M: Well, the weather report said there could be light rain in the evening. We'll get an update on it sometime this afternoon.
W: You'd better carry your jacket, then.
M: Yes, I will, and an umbrella too.

[13-15]

M: Did you know that Martha is going on a week's vacation?
W: Yes, she told me about it yesterday.
M: Who's going to take over her work assignments while she's gone?
W: I think Alexander and Yumiko should be able to cover them.

[16-18]

W: Should we go to the Indonesian restaurant "Ayudho" next door or the Chinese restaurant "Chan's" at the mall?
M: Let's try Indonesian food for a change.
W: That sounds good. Isn't it expensive, though?
M: No, it's about the same price as Chinese. We won't have to spend anything extra. Besides, it's closer to our office.

[19-21]

M: This is Mike from Blue Chip Investments, ma'am. When could we come over to make our presentation?
W: Well, I'm in a meeting right now. What's this about?
M: Corporate investment options, ma'am. When I spoke to you last Wednesday, you asked me to call back today.
W: Oh yes, I remember now. Let's schedule it for four o'clock on Friday.

[22-24]

W: Where did you learn to make such wonderful vegetable pie, Francois? It looks delicious.
M: Thank you, Lauren. It's a recipe a friend gave me. What did you bring?
W: Well, I brought my grandmother's special pot roast. M: Great! I'll serve it with Mini's salad, but right now I have to check on the dessert. This is going to be a great office party!

[25-27]

W: I need to pick up a package, please. It was sent to me from St. Louis, last Friday.
M: Do you have a receipt, ma'am?
W: Yes, here it is. Also, could you give me stamps for this letter, please?
M: Of course. That'll be \$3.

[28-30]

M: Hello, I'm calling about a reservation I made for a flight to Seattle tonight. My name is Leon Martinez.
W: Could you contact us again after ten minutes, sir? We're unable to access information on our computers right now.
M: Well, in that case I suggest you call me back. My number is 709-105-1316.
W: Certainly, sir. I'll confirm your reservation as soon as this problem is fixed.

Unit 13 Thông báo / Hướng dẫn / Quảng cáo

2 Nghe từ vựng, sau đó nghe câu

1. sign up for a 2-week course / receive a 30% discount
2. No reservations are needed
3. Due to the inclement weather
4. Thank you for attending
5. The first item on the agenda
6. Monday through Saturday
7. our market share is at 8%
8. Boarding time will be announced
9. reasonable prices
10. in the mood for the best cooking around

3 Nghe bài nói, sau đó trả lời câu hỏi

- 1 (B) 2 (B) 3 (B) 4 (A) 5 (A) 6 (B) 7 (B)
- 8 (A) 9 (B) 10 (B)

[1-2]

Are you sick and tired of TV dinners? Do you want to feel the satisfaction of a home-made meal? Try Grandma Jessie's home cooked meals on Main Street. From the moment you come in, you feel right at home. Grandma Jessie will lead you to the home cooked food world. We're open from 6 a.m. to 10 p.m. Monday through Saturday except Sunday. No reservations are needed on weekdays but they are for the weekends. We can accommodate any large gathering up to 50 people. Why wait. Come today!

Làm quen với cảm giác thi thật

1. (B) 2. (C) 3. (A) 4. (B) 5. (B) 6. (C) 7. (A)
8. (B) 9. (B)

[1-3]

Are you a fan of Asian food? If so, you will love Saigon House, which is at 66 Helen Street. Try some special Vietnamese dishes for lunch; fresh summer rolls, spicy soups, vegetables and meats. And for dinner, how about a special fusion dish, a world famous French dish with traditional Vietnamese spices? But what really sets the Saigon House apart is its atmosphere. A tropical beach house with tables and wooden ceiling fans makes it open and breezy; a life-sized sailboat in the main dining room. We hope that before long, you will come and see for yourself.

[4-6]

The company picnic will be held at Greentree Park next Friday. Nancy Hadley has arranged many games and activities, and our cafeteria staff will provide all the food. If it rains, we'll all go to the Elm Restaurant for lunch. Parking is free inside the park. But, in order to avoid traffic jam, please use public transportation if possible. There are buses leaving at five-minute intervals in the city. We look forward to seeing everyone there.

[7-9]

This notice is for all passengers for the 4:30 ferry to Merry Island. There will be at least a two-hour delay in departure. The boat will be late because of strong winds. You should be able to board by 6 o'clock. Please return to the boarding area at that time. If you do not arrive by then, we will leave the port without delay. Exceptions will not be made. Please be careful so this does not happen.

[3-4]

All passengers waiting to board Korean Airline Flight 8123, please come to the Korean Airline ticket counter. Due to inclement weather, your flight has been delayed until further notice. You will receive a continental breakfast for free and other services by Korean Airline for your inconvenience. Boarding time will be announced as soon as the weather clears up. We sincerely regret the inconvenience caused by this delay in schedule. Once again please come and report to the Korean Airline ticket counter.

[5-6]

Good morning and thank you for attending the Jumbo Hamburger staff meeting. As you may know, due to the merger last year, UK Jumbo Hamburger has become the biggest food company in Europe. There are currently 147 Jumbo Hamburger locations in the UK, employing over 6000 people. Business has been going very well, and last year our sales exceeded \$40 million, and our market share is at 8%. We hope to grow more over the next 5 years with the help of our dedicated employees like you.

[7-8]

Attention all passengers for the KORAIL train to Busan. First, all large baggage must be checked at the baggage area if not done so already. Any carry-on baggage must be kept with you all the time. Your boarding passes must be checked by the boarding personnel upon boarding the train, and the conductor will collect all boarding passes once seating has been completed. Thank you for your assistance and enjoy your trip.

[9-10]

Tom and Tom's is selling all its stock of office furniture. From December 5th through 15th, we are having a big clearance sale. All furniture is 50% to 70% off. A sale like this has never been seen before. Due to the renovation of our store, we are forced to drastically reduce prices on all brands of office furniture. Please remember that there will be no refunds or exchanges.

Lam quen voi cam giac thi that

1. (B) 2. (B) 3. (C) 4. (A) 5. (B) 6. (C) 7. (B)
8. (A) 9. (D)

A recent survey by a business radio program shows that starting up a company is cheaper now than ever before. This is due to the growing availability of high-quality software developed by programmers, whose motivations aren't commercial. Software developers keep their prices low because they want their applications to be used as widely as possible. Many software programs used to be very difficult for non-specialists to use. But recently they were simplified, and many of them are user-friendly. With money they save on software, new companies say they are happy to be able to spend more on research and development.

[9-10]

This is the last stop on our tour. On your right, you will notice a little unusual piece of sculpture compared to other sculptures in this museum. This piece was made by Jarneson. Although it was built at about the same time as the other pieces, looks much more modern. As you can see, the sculptures on your left are in a more traditional style. It is assumed that Jarneson's work probably took a lot more time than others' due to its highly sophisticated design and structure. Before we finish our tour, let's take a moment to watch a short video about the life of artist Jarneson.

[7-8]

Stay tuned for our interview with Ann Fisher, founder of the Fisher Company. The Fisher Company has gained an excellent reputation for producing environmentally friendly cosmetic products which include absolutely no toxic chemicals, and it is not too much to say that nearly every woman in the city has one of the company's products in her purse these days. Ms. Fisher will discuss how she was inspired to develop the unique line of cosmetics. Our phone lines are open if you'd like to call in with questions for today's guest.

[2-3]

Hello, ladies and gentlemen. Having had my residence at Black Ridge City for a long time, I welcome you here to our town. Today on our city tour, we are going to drive to all the key sites that you have been wanting to visit, such as the historic city hall, Black Ridge pass, and the newly built aquarium. The tour will start and end at Morrison Street. And the time required for this bus trip is roughly 4 hours. When we are visiting the aquarium, a marine biologist will come with us and tell us about the creatures you will be seeing. Last but not least, if you are thirsty anytime throughout the trip, feel free to grab a cold drink from the front of the bus. Okay, let's get going now.

[3-4]

Welcome back to Trendy Music, a weekly internet-based radio show airing from Seoul. I'm your host, Gina. Now it's time for some song requests from our listeners. The first letter reads: H! Gina, my name is Sarah, and I live in Tokyo teaching English to business executives. I became interested in Korean music 2 years ago, during a month-long visit to Korea. I'd like to request Pretty Day, by Eugene. It's one of my favorites, but I haven't heard it on your show for the last few months. Thank you, Sarah, for your letter. Here is Pretty Day, by Eugene.

[1-2]

1. (A) 2. (B) 3. (B) 4. (A) 5. (B) 6. (A) 7. (A)
8. (B) 9. (B) 10. (A)

3 Nghe bai noi, sau do tra loi cau hoi

- Let me start the tour
- everyone enjoyed the beautiful weather
- Stay tuned and we'll be back
- temperatures will drop dramatically
- Spokespersons said that
- I'll be your guide
- take pictures of the artwork
- a beautiful botanical garden
- explore on your own
- feel free to ask

2 Nghe tu vung, sau do nghe cau

Unit 14 Tin tức / Phái đoàn / Đại diện

3 Nghe bài nói, sau đó trả lời câu hỏi

- 1 (B) 2 (A) 3 (B) 4 (B) 5 (B) 6 (A) 7 (B)
8 (B) 9 (A) 10 (B)

[1-2]

Ladies and gentlemen, there's nothing much I can add about our keynote speaker tonight. Even if I don't tell you that Dr. David West is one of the most outstanding researchers in the global energy field, most of you probably know that already. At the Global Energy Forum in Hong Kong last May, I heard Dr. West's speech and, fortunately, I was introduced to him. I then right away asked him if he could make a speech at our gathering, assuming he wouldn't have time to speak to a small regional group like ours. But now, you'll be hearing Dr. West's speech tonight, titled "Finding Practical Solutions to a Complex Energy Challenge." Please welcome Dr. West with a big applause!

[3-4]

Hi, Mike. This is Ronald from the marketing department. I am leaving a message so you can contact me about the presentation that is being held tomorrow for the company staff in the morning. I have a question about the projectors that are going to be used tomorrow. I originally wanted to use the V-10 projector for the presentation, but it turned out there are a lot more people attending the meeting than I thought, so I will be needing the V-12. Also, I was wondering if you have printed the brochures for the people tomorrow at the meeting. I asked for 150 copies, but I will be needing about 250 copies. Please contact me the first thing next morning about the presentation.

[5-6]

Thank you all for coming. It's my pleasure to host this retirement party for Frank Thomas. For 25 years, he's been a devoted employee of our company, and today we show our appreciation. His organizational skills made our advertising campaigns run so smoothly. We'll be grateful long after he leaves.

[1-3]

According to the government official, Forest Park will soon become the new national recreation area. The arboretum's recreational agency said that the park was chosen because of its quiet setting, unique color, and natural beauty. Some residents, however, said that they were disappointed by the decision to make Forest Park a national attraction, because they will lose a quiet local property they used to own. We have more news after the weather.

[4-6]

The city council approved a proposal yesterday to repair the front road of the city hall. The construction will begin on June 1st and is expected to cost 1.5 million dollars. The project will take approximately 2 months. Although the construction will be scheduled mainly for evening hours, Route 4 between Harper Lane and Main St., where the city hall is located, is expected to be closed during the day. Commuters who normally use Route 4 are therefore encouraged to take alternative streets as much as possible during the months of June and July.

[7-9]

Well, there's good news and bad news for travelers today. The good news is that overall ticket prices are lower this month than last month. Travelers flying with Cruiser Airways will not be so happy, though, as they will soon find their trips less comfortable. The struggling airline plans to put more passengers onto its flights by adding seats to its aircraft. You are listening to East Central News. We'll be back with more details after the weather report.

2 Nghe từ vựng, sau đó nghe câu

15 Từ vựng ghi âm / Gợi ý từ vựng

1. check with the manager
2. leave a message
3. calling you back
4. introduce to you today's keynote speaker
5. you have an appointment
6. Thank you for calling
7. a wide range of financial services
8. to let you know the change
9. You've reached
10. of a department head

[7-8]

Hi, Michael. This is JC. Looks like you're busy as always, not answering your phone. I'm just calling to let you know the projects you, Mary and I have been working on are due next week, but it looks like we're going to have them completed on Monday, thanks to your outstanding outline of the topic being presented. Mary and I thought that it would be good to get away from work and have a fun night out, since we have a lot of free time if our projects are completed early. How about tomorrow night at 5 p.m.? Mary and I think it's a great time. The movie Rocky VI premiere is tomorrow and I would love to see it. A dinner and a few drinks after the movie sound marvelous also. Let me know if the time is good for you. Thanks.

[9-10]

Hello, Mrs. Gilliam. This is Martha from Taco Center. We would like to start having double orders of white corn tortillas starting next week. We started using the white corn tortilla instead of the yellow corn tortillas, and they have gotten very good response from the customers. Our sales are almost twice as high as last week's. Please make sure, starting next week, we get double orders. Thanks!

Làm quen với cam giác thi thật

1. (A) 2. (A) 3. (A) 4. (B) 5. (C) 6. (D) 7. (B)
8. (A) 9. (A)

[1-3]

Hello, my name is Mark Hunt and I would like to borrow the community theatre every Wednesday. (3) I am teaching a small group of people that would like to become fire fighters. (1) I am a captain at the Los Angeles Fire Department and would like to teach them in the community theatre. (2) My lessons will be taught at 6-8 p.m. every Wednesday, but I would like to rent the theatre at 5:30-8:30 p.m. Will that be possible? Please contact me as soon as possible at 011-9005-9994. Thank you.

[4-6]

Hello, you've reached Best Buy (5) electronics. Your #1 selection for electronic devices. Our store hours are Monday through Friday from 10 a.m. to 9 p.m., Saturdays and Sundays from 10 a.m. to 8 p.m. (4) The store will be closing this Monday due to Memorial Day, and will be back to normal opening hours starting Tuesday. Please stop by to see the seasonal discount items (6) such as CD players and DVD players. Our new line of home theatres will arrive soon. Thank you.

[7-9]

Hi, this is Anna Lee from Holiday Catering. I'm returning your call about the window that was broken when we prepared your corporate luncheon on February 20th. I'm sorry about the accident. (7) I'm preparing a check right now for \$450, which will cover all replacement costs, and (8) I'll make sure that it's mailed this afternoon. Your business is very important to us, and we hope that you'll consider us the next time when (9) your company needs catering for an event. If you have any questions, please call me at 555-7700.

Part 4 Review Test

1. (C) 2. (D) 3. (B) 4. (B) 5. (C) 6. (D) 7. (C)
8. (C) 9. (D) 10. (C) 11. (D) 12. (B) 13. (B) 14. (C)
15. (D) 16. (C) 17. (A) 18. (A) 19. (D) 20. (C) 21. (A)
22. (C) 23. (B) 24. (D) 25. (B) 26. (C) 27. (B) 28. (C)
29. (D) 30. (B)

[1-3]

Hello. You have reached the main office of Secure Financial Services. If you request your services in a language other than English, please press 3 now. Due to the national holiday, the office is closed right now. Please call back tomorrow between 8:00 a.m. and 6:00 p.m. to speak to company staff. If you have any questions about our office at this moment and want to leave a message, please press "5." You may visit our website, www.sfservices.com.

[4-6]

Hello, everyone! Welcome to "Sandra's Kitchen!" I'm Sandra Ross. Today I will demonstrate two recipes that are especially useful when you have guests coming over at short notice. The first is a wholesome stew using ingredients easily available at home. The second is a dessert that has cake and fruit and has been widely appreciated on my shows by people of all ages. Please feel free to ask questions and don't forget to pick up your pamphlet of recipes before you leave.

[7-9]

Up ahead is the company cafeteria. It is open from 7 in the morning to 7 in the evening. As you can see, there are separate counters for snacks, beverages and salads. The menu for the day is above the entrance. We don't accept cash, but you can buy cafeteria coupons at the manager's desk. Please pick up a cup of coffee right here. I'd be happy to answer any questions that you have about the company. You're going to have a great time as new employees of Razor Tech!

[10-12]

This is an example of typical native architecture. Note the thatched roof that keeps the house cool during the hot summers. Another interesting feature is the front living area - it is used to receive guests, to have family gatherings and for entertainment. The beautiful floor and the carved doors are 150 years old. Please feel free to explore the house and the garden, but be ready to board the bus in 30 minutes.

[13-15]

Looking for food containers that are safe and easy to maintain? Come to 'Kitchen Mate' for a wide range of options! Choose from plastic, steel or ceramic items, in designs and sizes to suit all your requirements. Every Kitchen Mate product goes through strict quality tests and comes to you with a lifetime warranty. Order online now to receive a special 15% discount.

[16-18]

We interrupt our regular broadcast to bring you this weather update. The storm in the Western Sea has changed direction and is moving toward the city. Residents in the beach areas may be particularly

[19-21]

affected. The beach will be closed to the public until further notice. Strong winds and heavy rain are expected in the next 24 hours. The weather department advises all residents to remain indoors during this time. Contact the police at 555-7863 for assistance. We will be back with more updates after commercials. Please stay tuned.

[22-24]

Hello, John. This is Marsha from Axis Technologies. We need your crew to repair our copiers immediately. We have just received a big order and need to use all our equipment to deliver by today. Please call and let me know when I can expect your staff. I'm available at extension 478 until 5 p.m. You may leave a message with my assistant Kate if you can't contact me for some reason. Thank you.

[25-27]

I'd like you all to pay attention. We have just 2 hours to get this hall ready for the evening's meeting. Please form groups and start your work. Group 1 will arrange the furniture and put up decorations. Group 2 will check all the equipment to be used for the event. Group 3 will ensure that food is ready to be served at 7 p.m. Also, all of you must be ready to assist the guests.

[28-30]

Welcome to Dave's! My name is Dolly and I will be serving you this evening. Today's specials include meat pie and a range of steaks. Both dishes are served with mashed potatoes and a sauce of your choice. Our dessert menu includes chocolate cake and homemade pudding, both specialties of our chef. I'll just bring you the complimentary beverage while you make your selection.

Good morning. I am happy to announce that we have won an award for excellence this year, surpassing several of our competitors. As vice-president of the company, I congratulate you all. I'm convinced that our improved production, superior customer service and commitment to quality have made this possible. I'd like you to join me for lunch to celebrate this achievement.

Reading Comprehension

Warming-up 1 TOEIC GRAMMAR!

1. The human resources department will take further chủ ngữ steps. động từ túc từ
2. All new employees must attend this week's session chủ ngữ [on company policies]. động từ túc từ câu trúc bổ nghĩa
3. The company announced the opening [of its new chủ ngữ production line]. động từ túc từ câu trúc bổ nghĩa
4. To meet [customer's demands] is our most important chủ ngữ priority. túc từ động từ bổ ngữ
5. Retaining [competent employees] is important chủ ngữ [to succeed in business]. túc từ động từ bổ ngữ câu trúc bổ nghĩa
6. A new fax machine will be installed [in the copy center]. chủ ngữ động từ câu trúc liên kết
7. Customers are requested to complete the survey. chủ ngữ động từ túc từ
8. This medical appliance is guaranteed [for one year] chủ ngữ [from the date of purchase]. động từ câu trúc liên kết
9. All financial reports must be sent [to the accounting chủ ngữ department]. động từ câu trúc liên kết
10. Special discounts will be given [to all new chủ ngữ subscribers]. động từ câu trúc liên kết
11. The mediator [in the merger talks] was replaced. chủ ngữ câu trúc bổ nghĩa động từ
12. The contents [of this journal] are (carefully) examined chủ ngữ [for errors]. động từ câu trúc bổ nghĩa câu trúc liên kết
13. Regional managers [who exceeded sales goals] will chủ ngữ receive special bonuses. động từ câu trúc bổ nghĩa túc từ
14. The central library, [which was built in 1970], is chủ ngữ (currently) under renovation. động từ câu trúc bổ nghĩa
15. Ms. Leona, [who is in charge of the accounting chủ ngữ department], will be promoted. động từ câu trúc bổ nghĩa
16. The concert has been canceled [because of the chủ ngữ heavy rain]. động từ câu trúc liên kết
17. [According to a recent survey], interest rates are chủ ngữ expected to rise (slightly). động từ câu trúc liên kết túc từ
18. [Because his flight was late], Mr. Lim missed the chủ ngữ meeting. động từ câu trúc liên kết túc từ
19. The project has been a failure [though we invested a chủ ngữ lot of money in it]. động từ bổ ngữ câu trúc liên kết
20. International Affairs, [a monthly journal], has been chủ ngữ published [for more than 10 years]. động từ câu trúc liên kết

Unit 1 Sự hòa hợp giữa chủ ngữ và động từ**Nắm vững TOEIC Grammar cơ bản**

:: Quick Quiz

1. (D) 2. (C) 3. (D)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (C) 2. (D) 3. (C)

Bài tập kiểm tra mô phỏng thực tế

1. (C) 2. (A) 3. (A) 4. (D) 5. (D) 6. (B) 7. (A)
8. (B) 9. (D) 10. (B)

Unit 2 Cụm động từ/ The bị động**Nắm vững TOEIC Grammar cơ bản**

:: Quick Quiz

1. (D) 2. be given 3. were provided
4. been received

TOEIC Grammar nâng cao

:: Quick Quiz

1. (C) 2. (D) 3. (B)

Bài tập kiểm tra mô phỏng thực tế

1. (C) 2. (A) 3. (D) 4. (B) 5. (B) 6. (A) 7. (C)
8. (D) 9. (B) 10. (C)

Unit 3 Thì/ Động từ nguyên mẫu**Nắm vững TOEIC Grammar cơ bản**

:: Quick Quiz

1. (B) 2. (C) 3. (C) 4. (C)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (D) 2. (C) 3. (A) 4. (C)

Bài tập kiểm tra mô phỏng thực tế

1. (A) 2. (D) 3. (B) 4. (B) 5. (C) 6. (A) 7. (B)
8. (C) 9. (B) 10. (C)

Grammar Review Test 1 (Unit 1-3)

1. (B) 2. (D) 3. (B) 4. (B) 5. (D) 6. (B) 7. (C)
8. (A) 9. (A) 10. (D) 11. (D) 12. (C) 13. (B) 14. (B)
15. (D) 16. (C) 17. (A) 18. (C) 19. (C) 20. (C) 21. (B)
22. (C) 23. (D) 24. (A) 25. (B) 26. (C)

Unit 4 Vị trí của danh từ và đại từ**Nắm vững TOEIC Grammar cơ bản**

:: Quick Quiz

1. (B) 2. (D) 3. (B)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (D) 2. (C) 3. (B) 4. (C) 5. (D)

Bài tập kiểm tra mô phỏng thực tế

1. (B) 2. (B) 3. (C) 4. (C) 5. (B) 6. (C) 7. (D)
8. (C) 9. (D) 10. (A)

Unit 5 Vị trí của tính từ và trạng từ**Nắm vững TOEIC Grammar cơ bản**

:: Quick Quiz

1. (B) 2. (D)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (D) 2. (D) 3. (B)

Bài tập kiểm tra mô phỏng thực tế

1. (D) 2. (B) 3. (B) 4. (A) 5. (C) 6. (B) 7. (A)
8. (B) 9. (D) 10. (B)

Unit 6 Tính từ chỉ số lượng / số danh / phần từ

Nắm vững TOEIC Grammar cơ bản

:: Quick Quiz

1. (D) 2. (C) 3. (C) 4. (B)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (D) 2. (D) 3. (B) 4. (A)

Bài tập kiểm tra mô phỏng thực tế

1. (A) 2. (C) 3. (B) 4. (A) 5. (A) 6. (B) 7. (B)
8. (D) 9. (B) 10. (C)

Grammar Review Test 2 (Unit 4-6)

1. (B) 2. (A) 3. (A) 4. (C) 5. (D) 6. (A) 7. (B)
8. (A) 9. (C) 10. (C) 11. (B) 12. (A) 13. (D) 14. (C)
15. (B) 16. (C) 17. (C) 18. (C) 19. (C) 20. (B) 21. (D)
22. (C) 23. (C) 24. (B) 25. (B)

Unit 7 Liên từ

Nắm vững TOEIC Grammar cơ bản

:: Quick Quiz

1. (C) 2. (D)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (B) 2. (D)

Bài tập kiểm tra mô phỏng thực tế

1. (D) 2. (D) 3. (A) 4. (B) 5. (D) 6. (D) 7. (C)
8. (D) 9. (C) 10. (A)

Unit 8 Liên từ kết hợp / Liên từ kép

Nắm vững TOEIC Grammar cơ bản

:: Quick Quiz

1. (B) 2. (C)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (D) 2. (D)

Bài tập kiểm tra mô phỏng thực tế

1. (C) 2. (D) 3. (A) 4. (D) 5. (A) 6. (B) 7. (C)
8. (C) 9. (B) 10. (A)

Unit 9 Bài từ quan hệ

Nắm vững TOEIC Grammar cơ bản

:: Quick Quiz

1. (A)

TOEIC Grammar nâng cao

:: Quick Quiz

1. (C) 2. (D) 3. (B)

Bài tập kiểm tra mô phỏng thực tế

1. (D) 2. (C) 3. (B) 4. (D) 5. (B) 6. (A) 7. (D) 8. (B) 9. (D) 10. (A)

Grammar Review Test 3 (Unit 7-9)

1. (D) 2. (C) 3. (D) 4. (A) 5. (A) 6. (B) 7. (A) 8. (B) 9. (B) 10. (C) 11. (A) 12. (D) 13. (A) 14. (A) 15. (C) 16. (A) 17. (B) 18. (A) 19. (B) 20. (D) 21. (C) 22. (A) 23. (D) 24. (A) 25. (A) 26. (D)

Unit 10 Từ vựng (I) – Nắm vững động từ danh từ

::: Vocabulary Review p. 263

1. We plan to renew our service contract with INC Shipping.

2. The company reserves the right to revise the contents of the journal.

3. JP Associates will represent our company for all future negotiations.

4. The new exhibition is expected to attract many visitors.

5. The products division will introduce a new microwave oven.

6. Please make sure that the hotel reservation has been confirmed.

7. Employees are reminded to retain all receipts during business travel.

8. The company attributed its success to dedicated employees.

9. You need to carefully review the terms of the contract.

10. New employees should submit personnel forms to their supervisor.

::: Vocabulary Review p. 265

1. Please be aware that shipping charges are not included in the total price.

2. Our technicians try to do their best to offer customers complete satisfaction.

3. Please accept our apologies for the inconvenience caused by the construction.

4. Increasing staff productivity is the new president's main concern.

5. Only those applicants who meet the requirements for the position will be interviewed.

6. She received a standing ovation for her outstanding performance.

7. You can contact my secretary if you have any urgent business that needs my attention.

8. There is a growing need to develop alternative energy sources.

9. We want to express our thanks for Dr. Kim's contributions to our research.

10. Our service representatives are trained to handle complaints from customers in a professional manner.

::: Vocabulary Review p. 267

1. The company has spent a lot on developing environment-friendly vehicles.

2. The consultant has suggested adopting more aggressive marketing strategies.

3. All new employees have to attend the orientation on company policies.

4. My secretary has informed all board members of the director's sudden resignation.

5. Kathy was reminded that a full refund will be given only if the product is returned within 10 days of purchase.

6. The organizer will provide all participants with a detailed conference schedule.

7. Customers are asked to join the music festival at no charge.

8. To protect the national park, the government has prohibited hikers from staying overnight.

9. Many customers want to have their credit card renewed through the phone.

1. Employees are the most **valuable** asset in our company.
2. We guarantee a full refund for any **defective** items.
3. There is a need to hire **additional** programmers to finish the project on time.
4. Ms. Weiss is one of the most **promising** members in the marketing team.

:: Vocabulary Review p. 275

Unit 11 Từ vựng (9) – Nam vung nhah tu, trang tu

1. (C) 2. (B) 3. (B) 4. (A) 5. (A) 6. (D) 7. (B)
8. (C) 9. (B) 10. (B) 11. (A) 12. (B) 13. (B) 14. (D)
15. (D) 16. (A) 17. (B) 18. (A) 19. (B) 20. (C) 21. (D)
22. (B) 23. (C) 24. (A) 25. (A) 26. (C)

Vocabulary Review Test 1

1. Restaurant employees should always take **precautions** to prevent fires.
2. This site gives customers detailed reviews of products **in conjunction with** many informative resources.
3. The current price will remain **in effect** until further notice.
4. Smoking is no longer allowed in the building **in compliance with** the management's policy.
5. Any illegally parked cars will be towed away at the owner's **expense**.
6. Please return the survey to our office at your earliest **convenience**.
7. Teachers can take **advantage** of an additional 10% discount for educators.
8. A special award will be given to Mr. Lennon **in honor** of his dedication.
9. The development plan has been proceeding **on schedule**.
10. Please be aware that the company reserves the **right** to change the prices.

:: Vocabulary Review p. 269

5. Technological advances are **likely** to help improve staff productivity.
 6. To better serve our customers, we run more than 100 **authorized** service centers.
 7. Shuttle services to the airport will be **available** starting from next Monday.
 8. Because of its **convenient** location, the hotel attracts a lot of business travelers.
 9. To run the assembly line more effectively, **close** supervision is recommended.
 10. Items on sale are **limited**, so you should take quick action.
- :: Vocabulary Review p. 277
1. To apply for a loan, please fill out the application form **completely**.
 2. It is important for service workers to respond **promptly** to customer complaints.
 3. You can contact me **directly** in case of emergency.
 4. All department heads are reminded to work **collaboratively** on the project.
 5. We have a **relatively** stringent policy for all students.
 6. The two companies **finally** agreed to sign the merger contract.
 7. The consultant has been asked to find ways to run the plant more **efficiently**.
 8. We received many applications for the position from **highly** qualified candidates.
 9. The average price of dairy products is expected to rise **significantly** in the next year.
 10. We are **currently** unable to accept orders due to a technical problem.
- :: Vocabulary Review p. 279
1. The committee chose Sharon because she is **familiar** with this field.
 2. Requests for office supplies are subject to **approval** from department heads.
 4. Ms. Weiss is one of the most **promising** members in the marketing team.

4. Visitors cannot enter the laboratory unless they present proper identification.
 5. Once we finalize the contract, we will set up a joint venture.
 6. His proposal was rejected by the committee because it was submitted too late.
 7. We have to consider several factors before we make the final decision.
 8. As it was discussed in the last meeting, construction of the new parking lot will begin next week.
 9. Although she majored in history in the university, Kelly chose accounting as her career.
 10. The conference room is already reserved so that we have to find another meeting place.
- ::: Vocabulary Review p. 287**
1. Please return the customer survey within 7 days of purchase.
 2. The current high oil prices will have a negative impact on the economy.
 3. The community center runs free English classes for residents throughout the year.
 4. Detailed information about the seminar will be provided by the sales manager.
 5. There is a growing demand for experienced teachers.
 6. The survey results will be released in two weeks.
 7. Any questions concerning the revised tax law should be forwarded to the accounting department.
 8. S&P Co. ranks among the most influential consulting firms in the field.
 9. Please submit the required documents to our loan office.
 10. The company announced they will open a new hotel with a brand new fitness center.
 11. Travelers can obtain city guide books from one of the information centers.
 12. You can be acquainted with the new system through frequent use.
 13. The outdoor concert has been canceled due to the heavy rain.

1. Since she joined our company, Ms. Kim has been working as the accounting manager.
2. If your billing address has changed, please contact us as soon as possible.
3. This special offer is valid while supplies last.

::: Vocabulary Review p. 285

Unit 12 Từ vựng 12 – Năm vung liên từ

- | |
|--|
| 1 (A) 2 (B) 3 (C) 4 (B) 5 (D) 6 (A) 7 (C) |
| 8 (C) 9 (A) 10 (B) 11 (D) 12 (A) 13 (C) 14 (D) |
| 15 (D) 16 (B) 17 (A) 18 (C) 19 (A) 20 (A) 21 (B) |
| 22 (D) 23 (D) 24 (D) 25 (C) 26 (D) |

Vocabulary Review Test 2

3. By enlarging the dining area, we will be able to provide better service.
4. Its stock price plummeted immediately after the merge announcement.
5. Only those who have worked more than a year will be eligible for promotion.
6. The production team has been working hard to meet the deadline.
7. About 30 employees have shown their interest in the company soccer team.
8. Mr. Karl is responsible for translating official documents.
9. Consumer prices are closely associated with ordinary people's daily consumption of ordinary goods.
10. Be sure to check if the software is compatible with our existing network system.
11. Our new products are selling very well due to favorable conditions in the market.
12. We have moved our office lately to a more convenient location.
13. His design was so impressive that the committee unanimously decided to give Pierce the award.

1. Construction workers should wear safety helmets at all times.

2. Product catalogs are available upon request.

3. Children under seven can enter the museum at no cost.

4. Tommy was transferred to Boston in accordance with his request.

5. Products which are within a year from purchase are under warranty.

6. The second-quarter earnings were significantly above the director's expectations.

7. The president expressed her sincere thanks to all employees on behalf of the board of directors.

8. We offer comprehensive benefits in addition to special incentives.

9. Maggie has been noted for her bold and creative designs.

10. On their way to New York, the delegates will stop over in the Tokyo office.

11. Please complete the budget report by this Wednesday at the latest.

12. A special luncheon will be held in celebration of the opening of the new plant.

13. All the heavy office equipment has been moved by means of a crane.

14. Ms. Lee will be promoted according to the company newsletter.

15. You need to report to customs officials if you have money in excess of \$10,000.

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Vocabulary Review Test 3

1. (D) 2. (B) 3. (B) 4. (C) 5. (A) 6. (B) 7. (B)
8. (C) 9. (A) 10. (A) 11. (A) 12. (D) 13. (C) 14. (C)
15. (C) 16. (A) 17. (C) 18. (D) 19. (D) 20. (C) 21. (C)
22. (A) 23. (B) 24. (D) 25. (A) 26. (B)

Năm vừng TOEIC READING cơ bản

Quick Quiz

1. To reply to an invitation
2. A marketing director
3. Jeremy Hefers

TOEIC READING nâng cao

1. A travel plan
2. To tell him his decision

Bài tập kiểm tra mô phỏng thực tế

1. (B) 2. (D) 3. (A) 4. (A) 5. (D) 6. (C) 7. (C)
8. (C) 9. (D) 10. (A) 11. (A) 12. (C) 13. (D) 14. (C)
15. (D)

Unit 14 Đọc hiểu (2) - Quảng cáo

Năm vừng TOEIC READING cơ bản

Quick Quiz

1. Developing and distributing software products
2. Cooperating with other institutions
3. Computer skills

TOEIC READING nâng cao

Quick Quiz

1. It's growing.
2. Its outstanding employees

Bài tập kiểm tra mô phỏng thực tế

1. (D) 2. (B) 3. (D) 4. (D) 5. (C) 6. (B) 7. (B)
8. (C) 9. (A) 10. (C) 11. (A) 12. (A) 13. (C) 14. (D)
15. (B)

Nắm vững TOEIC READING cơ bản

:: Quick Quiz

1. To give warranty information
2. A customer who purchases a product
3. Request form

TOEIC READING nâng cao

:: Quick Quiz

1. A personnel form
2. No later than March 5
3. Visit the Human Resources

Bài tập kiểm tra mô phỏng thực tế

1. (B) 2. (C) 3. (C) 4. (B) 5. (C) 6. (B) 7. (A)
8. (B) 9. (D) 10. (C) 11. (B) 12. (C) 13. (C) 14. (A)

Actual Test

Part 1

1 (B) 2 (A) 3 (D) 4 (C) 5 (D) 6 (D) 7 (B)
8 (D) 9 (D) 10 (B)

1.



- (A) People are leaning onto the railing.
- (B) People are looking out the window.
- (C) People are fixing the window.
- (D) People are replacing the window.

2.



- (A) The man is typing on the keyboard.
- (B) The man is placing a laptop onto the table.
- (C) The man is starting at the wall.
- (D) The man is getting up from a chair.

3.



- (A) The chairs are placed upside down.
- (B) People are seated in rows.
- (C) People are entering the room.
- (D) The computers have been set on the tables.

4.



- (A) The speaker is looking over some documents.
- (B) People are answering the questions.
- (C) The speaker has a name tag on him.
- (D) All the people are dressed up.

5.



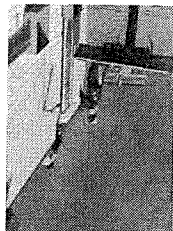
- (A) The men are walking along the path.
- (B) The men are wearing helmets.
- (C) Both men are carrying their backpacks.
- (D) The men have stopped near the grassy area.

6.



- (A) Baked goods are displayed on shelves.
- (B) He is taking the bread out of the oven.
- (C) He is stirring something in a bowl.
- (D) He is standing at the table.

7.



- (A) People are fixing the roof of a house.
- (B) One of the men is on the scaffold.
- (C) People are painting the wall.
- (D) One of the men is walking up the stairs.

- (A) The flight was cancelled due to the bad weather.
(B) I'm attending the training session.
(C) Neither, I'm going to drive myself.

21. Are you flying to Berlin or taking the train?

- (A) Just a little, please.
(B) I'd like green tea.
(C) Too much sugar isn't good for you.

20. You do put cream and sugar, don't you?

- (A) We carry many kinds of newspapers.
(B) It was a bulk discount.
(C) The stock price rose sharply.

19. How did you get such a good price on the quality copy paper?

18. When do you expect the economic slowdown to recover?

- (A) Not until next year.
(B) You majored in economics, didn't you?
(C) Better than expected.
(A) To work on a research project.
(B) Because the laboratory is restricted to access by authorized users.
(C) Fresh produce is stored in cold storage.

17. Why does Mr. Tanaka want access to the production data?

- (A) I will quit at the end of this month.
(B) No, she retired last December.
(C) The report is now a four-page document.

16. Doesn't Julia work here anymore?

- (A) That would be Mr. Edwards.
(B) He is a very reliable supplier.
(C) We just rented an office.
(A) That's probably a good idea.
(B) Because it is easy to do.
(C) I'm sick and tired of repeating it.

15. Who's in charge of purchasing office supplies?
14. Why don't you finish the job tomorrow when you feel better?

- (A) It will be held in the hotel.
(B) Excuse me. May I take your order?
(C) Thanks, but I already have other plans.

13. Would you like to join us for dinner tonight?

- (A) There's one on my desk.
(B) Three copies of each of them.
(C) It will be distributed tomorrow.

report?

12. Where can I get a copy of the last quarter's sales report?

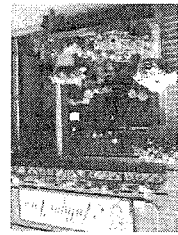
11. When will the annual review meeting take place?

- (A) In the boardroom.
(B) What a nice view!
(C) Early next week.

11. (C) 12. (A) 13. (C) 14. (A) 15. (A) 16. (B) 17. (A)
18. (A) 19. (B) 20. (A) 21. (C) 22. (A) 23. (A) 24. (A)
25. (B) 26. (C) 27. (B) 28. (B) 29. (B) 30. (C) 31. (C)
32. (A) 33. (A) 34. (B) 35. (B) 36. (B) 37. (A) 38. (B)
39. (B) 40. (A)

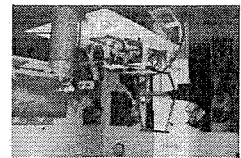
Part 2

- (A) The flowers are being planted in front of the window.
(B) There are a variety of flowers on the bench.
(C) Some plants are being watered.
(D) The door of the store is tightly closed.



10.

- (A) People are repairing the table.
(B) They are moving a table together.
(C) They are sitting and working.
(D) People are standing around the table.



9.

- (A) There is a lamp on each side of the sofas.
(B) The floor is being carpeted.
(C) The wall has been covered with the patterned wallpaper.
(D) The chairs are unoccupied.



8.

22. Which one of these dresses do you think looks best on me?
 (A) I like the white one with the lace trim.
 (B) No, I don't think that one looks good.
 (C) I think it's too tight for you.
23. Where can I find some interesting gifts?
 (A) Have you tried the souvenir store on the corner?
 (B) Oh, did you get something interesting in the market?
 (C) Are you sure you have the latest version?
24. Who designed the model of the new car?
 (A) The project team.
 (B) Yes, it will be on the exhibition soon.
 (C) She resigned last month.
25. What did you do with those boxes in the corner?
 (A) They were in the package.
 (B) We put them all outside the building.
 (C) No, I put them in the mailbox.
26. How about meeting for pizza after the presentation?
 (A) The staff meeting will start here soon.
 (B) Yes, it is a present for my wife.
 (C) That sounds like a lot of fun.
27. Did you already sign the final contract, or will you speak with the board of directors first?
 (A) Yes, I talk to them.
 (B) I have to speak with the board.
 (C) Review completely before you sign it.
28. Haven't you filled the position of Finance Director yet?
 (A) Fill out the application form and send it to us.
 (B) We finally hired someone for the job yesterday.
 (C) I kept the document in the filing cabinet.
29. Did you see where I put my laptop computer?
 (A) They look fine to me.
 (B) It's right next to you.
 (C) No, you haven't spoken to me.
30. You're going to the lab safety training session today, aren't you?
 (A) A fire alarm is installed on each floor.
 (B) Safety regulations must be observed.
 (C) It is mandatory for us, isn't it?
31. How long have you been working for this company?
 (A) It's several miles away.
 (B) Get your report corrected immediately.
 (C) For just over a year.
32. It's supposed to snow tomorrow, isn't it?
 (A) Yes, that's exactly what I heard.
 (B) The airport was closed due to the heavy snow.
 (C) Supposedly, it does.
33. What kind of shoes do you think I ought to get?
 (A) Well, it depends on what kind of shoes make you feel comfortable.
 (B) I think that's the best idea.
 (C) No, I don't think you should. What do you need it for?
34. Do you know where I can buy souvenirs?
 (A) I appreciate it.
 (B) Try the gift shop on the street.
 (C) No, that's not available.
35. Would you like me to take you to the office?
 (A) Sure, I will give you a ride.
 (B) I'd appreciate it.
 (C) It would take a long time.
36. Do you know what time the party's going to start?
 (A) I don't think it's going to start.
 (B) It's supposed to start at 12:30.
 (C) Yes, I suppose you're right.
37. Would you mind telling Ms. Schilling I'll need the survey result tomorrow?
 (A) Sure, I'll let her know immediately.
 (B) Yes, it's mine.
 (C) I'm not concerned about that.
38. Aren't we supposed to have a monthly meeting this Friday?
 (A) At the conference room.
 (B) No, it's been delayed to next week.
 (C) In three months.
39. Are you ready to order, or do you need a little more time?
 (A) We have four in our party.
 (B) I think I'm ready.
 (C) No, I placed an order with them yesterday.
40. There shouldn't be a long line in front of the box office.
 (A) No, not at this time of the day.
 (B) Yes, the tickets were expensive.
 (C) The show will start soon.

41. (A) 42. (C) 43. (A) 44. (D) 45. (C) 46. (D) 47. (B)
48. (B) 49. (C) 50. (D) 51. (C) 52. (D) 53. (B) 54. (A)
55. (C) 56. (A) 57. (C) 58. (C) 59. (D) 60. (A) 61. (B)
62. (C) 63. (B) 64. (D) 65. (D) 66. (A) 67. (B) 68. (B)
69. (C) 70. (D)

[41-43]

M: I'm going to hold a meeting tomorrow to review the new order processing guidelines.
W: Oh, good. The management team thought the procedures would be easy to follow, but there have been a lot of errors.
M: We'll go over everything very carefully to make sure all staff members understand the changes.
W: That sounds great. I think I'll go to the meeting, too. Our department doesn't have much to do these days.

[44-46]

W: Hi, Tom. Are you going to Linda's retirement banquet?
M: Yes, she sure has worked here a long time. The vice-president will have a hard time replacing her.
W: I know what you mean. But I'm told the personnel department has already scheduled some interviews.
M: Well, you know it's going to take a long time to hire someone, especially with our company's standards and the pressure of finding a replacement for Linda.

[47-49]

W: You have reached Dr. Franklin's office. How may I help you?
M: Yes, this is Martin Brown. I'd need to cancel my scaling appointment on Tuesday.
W: Okay, would you like to reschedule? The doctor can see you at 2 o'clock on Thursday.
M: Actually, I'll be out of town on business this week. I'll call back next Monday morning when I know more about my schedule that week.

[50-52]

M: There's no way I'm going to get this tax report done by Wednesday.
W: When do you think you'll finish it?
M: I will have it done by Friday.
W: Isn't that going to be too late? I hope your boss doesn't get mad at you like he did last time.

[53-55]

M: Have you seen Ross? I want to give him a copy of my report.
W: I think he's in a meeting with Mr. Robert.
M: OK. I'll look for him after lunch.
W: Actually, you should e-mail or fax it to him. I heard he is going to a doctor's appointment as soon as the meeting is over.

[56-58]

W: Here are my keys. Can you tell me when I should come back to pick up my car?
M: We need to rotate the tires, change the oil and perform a safety inspection. So it'll probably be around 1 p.m. tomorrow.
W: That late? I think I'll need the car tomorrow morning. Is there any way that I could have it back earlier?
M: Well, actually there are a lot of repairs to be done today. I think I can have it ready by 11 a.m., but sorry, not any faster.

[59-61]

M: We need to order more instruction books. Two more people just signed up for the training course.
W: The books might not get here in time. It usually takes 5-7 days.
M: If we order more than 10 books, they'll send them by express at no additional charge, and we can keep the extra copies for later.
W: Really? I thought no matter what is ordered, it would take at least 2 weeks. Let's order 12 books. I think we may have even more people that will sign up.

[62-64]

W: I hope I don't miss the flight. It's already 9:30.
 We're really running late.
 M: I know. I didn't expect traffic to be so heavy at this time of the night.
 W: We should have started earlier but I couldn't miss that evening meeting.
 M: We still have 30 minutes. I think we'll make it there on time if we take the freeway.

[65-67]

W: Thank you for calling GAT Telecom. I'm Jenny.
 How may I help you?
 M: Hi, I think there's a mistake on my bill. There's a fee of \$120 for international calls.
 W: I'll need some details to check this. Do you have the bill with you now, sir?
 M: No, I've lost it. I already reported this two weeks ago.

[68-70]

W: I've just received an e-mail from the construction manager. He needs an extra set of blueprints for the new wing.
 M: I'm going out to the site this afternoon, so I can take the plans with me if you want.
 W: That'd be great. You can pick them up from my office before you leave.
 M: I'm leaving the office at 3 p.m., so can you have them ready by 2:45 p.m.?

Part 4

[71-73]

Attention customers. Our computer system is temporarily out of service, and we are unable to process credit card purchases at the sales counters. If you wish to use a credit card to buy merchandise, please go to the customer service counter at the back of the store, by the escalators. If you are paying for your purchases with cash, you can go to the regular check-out stations. We sincerely apologize for any inconvenience this problem may cause you.

[74-76]

It looks like everybody's here, so let's get started. Let me begin by telling you about the schedule for this workshop. We'll be here today from 9 a.m. to 4 p.m. There'll be no formal breaks, but coffee and tea are available at your tables. Lunch will be provided in Room 305, just next door, from noon until 1 o'clock. If you have any questions during this morning session, don't hesitate to interrupt me at any time.

[77-79]

Hello, this is Sandy Johnson. I placed a print order with your company last week. I just received my order, and there's a problem. I ordered 200 flyers to be printed on orange paper, but instead the flyers came printed on blue paper. I had planned to send the orange flyers out to my customers this week to advertise a special sale. I need you to correct this error as soon as possible. Thank you.

[80-82]

Good afternoon. You are listening to Brenda Black on "Entertainment This Week." Our special guest today is Molly Solomon, heroine of the movie "Once Upon a Lifetime." Mrs. Solomon's performance as a young professional, having a hard time achieving success in the highly competitive business world, has been praised by critics. The plot of this film also somewhat reflects Mrs. Solomon's life. After many years of acting in mostly minor roles in obscure films, she finally overcame her troubles with this one. So, Molly, how did you motivate yourself to keep on acting for such a long time? I mean, ten years! A lot of people just give up after five years or so.

71. (C) 72. (A) 73. (D) 74. (A) 75. (A) 76. (B) 77. (D)
 78. (A) 79. (A) 80. (C) 81. (D) 82. (C) 83. (C) 84. (D)
 85. (A) 86. (C) 87. (B) 88. (A) 89. (C) 90. (D) 91. (C)
 92. (A) 93. (A) 94. (D) 95. (D) 96. (C) 97. (A) 98. (A)
 99. (A) 100. (C)

[83-85]

Thank you for coming to the grand reopening of the newly renovated Wildwoods Library. After 3 months construction, the facility has been modernized and the parking area has been expanded. I'm also pleased to announce the building's new elevator, making it easier and quicker to look around the various book sections. We're now able to review many of our popular educational programs including our public reading series with local writers.

[86-88]

Hi, I'm Jessica from Preston Dry Cleaning Services. We've been serving the local community for more than a decade, and we're happy to notify of the opening of our new bigger store. That's right. As you might already assume, we've moved to another location. But don't worry. The high-quality service and the great prices on suits, dresses, shirts and leather products aren't going away. To celebrate our new opening, we are having a special event. Only this week, you can receive 50% off on all items. For information on free pickup and delivery to your home or office, or for a more detailed list of our prices and services, contact us at 555-7310.

[89-91]

Attention Westwind Airline passengers. At this time, dusty wind is causing a delay for incoming and outgoing flights. Unfortunately this situation will affect some of our flights this evening. Flight 247 to Los Angeles, California has been rescheduled and we'll now leave at 8 p.m. Flight 664 to Miami, Florida has also been rescheduled and will now leave at 10 p.m. If you are a passenger on one of these flights, feel free to visit the airport duty-free shops and cafe near your departure gate. But please do not go too far, as further announcements will be made periodically.

[92-94]

I want to give you an update on the situation in the warehouse. We had an unexpected increase in orders for televisions this month. We're keeping up with the production, but we've had some delays in the packaging and shipping process. We've hired some additional workers in that department, and expect to have the problem corrected soon. In the meantime, if customers call about their orders, please apologize for the delay, and tell them they should receive their goods within 14 days. We expect to be back on schedule by the end of the month.

[95-97]

I wanted to remind you all that Global Energy employees have been invited to enter a photo contest to be judged by professional photographers. The winning photo will be used in Global Energy's magazine advertisements, and the winner will receive \$2,000! If you'd like to enter, submit your photos to the marketing department by inter-office mail. Make sure to include a piece of paper with your name and the telephone number of your workplace. You can send a maximum of 10 photos. And, oh yes, we suggest that you submit duplicates, since the photos you submit won't be returned.

[98-100]

Finally, I wanted to share some of the details that will be on our annual report, because it's important that you know the result of your work. We've grown with only a 5% increase in profits this year. I believe the reason for this is that we're not meeting clients' needs. We specialize in shipping small items in containers, which a lot of firms are already doing. So I think it's urgent for our company to add something unique to our shipping, in order to stand out. However, our customer survey shows that our clients are happy with how well we take care of the goods. They trust us to be cautious and treat their expensive equipment as if it were our own.

Part 6

141. (C) 142. (C) 143. (C) 144. (D) 145. (B) 146. (A)
147. (D) 148. (B) 149. (A) 150. (D) 151. (C) 152. (B)

Part 5

101. (D) 102. (A) 103. (D) 104. (A) 105. (D) 106. (D)
107. (A) 108. (B) 109. (D) 110. (C) 111. (A) 112. (A)
113. (C) 114. (B) 115. (A) 116. (D) 117. (B) 118. (A)
119. (A) 120. (D) 121. (B) 122. (A) 123. (C) 124. (D)
125. (D) 126. (D) 127. (D) 128. (D) 129. (A) 130. (A)
131. (C) 132. (C) 133. (D) 134. (B) 135. (C) 136. (B)
137. (A) 138. (D) 139. (A) 140. (D)

Part 7

153. (C) 154. (C) 155. (A) 156. (B) 157. (A) 158. (A)
159. (A) 160. (A) 161. (D) 162. (A) 163. (A) 164. (B)
165. (C) 166. (A) 167. (D) 168. (A) 169. (C) 170. (B)
171. (A) 172. (D) 173. (A) 174. (D) 175. (C) 176. (B)
177. (D) 178. (A) 179. (C) 180. (C) 181. (C) 182. (D)
183. (B) 184. (C) 185. (B) 186. (D) 187. (C) 188. (B)
189. (A) 190. (B) 191. (C) 192. (A) 193. (C) 194. (C)
195. (A) 196. (A) 197. (A) 198. (D) 199. (D) 200. (B)

BIG STEP TOEIC 2

Kim Soyeong · Park Won

Chuyên ngữ phân chủ giải Lê Huy Lâm

Chịu trách nhiệm xuất bản

Nguyễn Thị Thanh Hương

Trần Thị Anh Oanh

Công ty Nhân Trí Việt

Hoàng Duy

Sửa bản in

Trình bày sách

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